



Texas Law Enforcement Telecommunications System Operation Manual

Texas Department of Public Safety
Law Enforcement Support Division
Crime Records Service

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Revised 2015

The information provided in this manual is to be considered sensitive but unclassified material. This handbook shall not be posted to a public website and discretion shall be exercised in sharing the contents of this handbook with individuals and entities who are not engaged in law enforcement or the administration of criminal justice.

Introduction

The Texas Law Enforcement Telecommunications System (TLETS) is a statewide telecommunications network that is composed of city, county, state, federal, and military law enforcement and criminal justice agencies in Texas. The Texas Department of Public Safety (DPS) has been charged with the responsibility for operation of the computerized electronic message switching system located at the DPS Headquarters in Austin, Texas. All agencies subscribing to the Texas Law Enforcement Telecommunications System are reminded that the system is designed exclusively for use by criminal justice agencies in conducting their lawfully authorized duties within their respective jurisdictions and between agencies as required.

Participating agencies are provided access to a highly technical, complex and sophisticated system consisting of driver license, vehicle registration, the Texas and National Crime Information and other databases. With this access, each member agency is responsible for the content and accuracy of any records and messages they originate, and also, for the interpretation of database transactions received by their terminal. Member agencies shall be responsible for assuring the adequacy of training of all persons authorized to operate the terminal and make every reasonable effort to acquaint their personnel with the rules, regulations, capabilities, and services offered by the TLETS.

TLETS Training Mission Statement:

To provide and facilitate accessible, accurate and quality training to Texas users regarding the Texas Law Enforcement Telecommunications System in order to plan, implement, and manage a dedicated, secure, reliable, high speed data communications system that fully supports the criminal justice communities in the performance of their charters: to protect and preserve the lives and property of the citizens of the state of Texas.

The TLETS Operation Manual contains complete coding procedures and operating guidelines for all features of the Texas Law Enforcement Telecommunications Systems and the International Justice and Public Safety Network (Nlets) except the two databases of TCIC and NCIC. The National Crime Information Center's (NCIC) Operating Manual and Code Manual which contain complete coding and operational procedures for the TCIC and NCIC systems are available at:

<http://www.txdps.state.tx.us/tcic2000project>.

User Name: TCIC2000

Password: DPSTCIC7#

Each member agency shall insure that these manuals and other materials are made available to all their authorized operating personnel and that they be kept current and readily available to their operators.

Any suggestions or questions regarding the content of this manual should be directed to TCIC/TLETS Training Unit, Texas Department of Public Safety in Austin.

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System Training

TLETS/Nlets Basic Operator Course: TCOLE #3809 (24 hours)

This course is taught by the Crime Records Service (CRS) of Texas Department of Public Safety (DPS). This initial certification expires after two years, so users must retest on-line every two years.

The Texas Department of Public Safety – Crime Records Service requires that there must be at least one classroom-trained TLETS operator per shift. This training must be done within six months of the date of hire. Enrollment is limited to personnel *currently employed* by a criminal justice agency.

Exams, Grades and Attendance

Exams are given at the end of each course. In order to be eligible for course credit and a certificate, the student must make an average of 75% or higher. It is the responsibility of the student to contact the instructor when an emergency situation arises in order to make arrangements to make up the class (if at all possible). If more than 10% of the class is missed, the student will be dropped from the course.

Commissioned peace officers and other qualified individuals that provide a PID number from TCOLE and successfully complete this course will have those training hours forwarded to TCOLE for inclusion on their training record.

Student Conduct

In order to effectively cover the material, students are expected to report to class on time. As a courtesy, if a student is going to be late, contact the instructor or coordinator. Do not interrupt the class while in session. Wait to enter the room during break or enter when the instructor allows. Be thoughtful of others and refrain from talking while the instructor is teaching.

Food and Drinks

Some facilities may prohibit drinks or food in their classroom. Students should follow the guidelines of the host agency. Otherwise, per the instructor's judgment, food and drink may be allowed. Students should clean their workspace prior to leaving class by placing empty containers and paper in appropriate receptacles.

Cell Phones, Pagers and Text Messaging

TCIC Training is aware that some students may be on call with their agency or family. Students should take into consideration their peers and place cell phones on silent or vibrate. If a student must take a call or return a text, they should excuse themselves from the class. Text messaging during class or during testing will NOT be tolerated. If this occurs, the instructor will remind the student of the classroom rule when found in violation. If a student continues to text or talk on cell phone during class, the instructor has the discretion to dismiss the student and notify the student's supervisor immediately of the circumstances.

Section 1: System Definition and Policy

By the end of this training session, the student will be able to:

- Explain the basic operations and processes of the Texas Law Enforcement Telecommunication Systems and the International Justice and Public Safety Network.
- List the various databases available through TLETS and Nlets.
- Restate both the state and federal laws that apply to information received from the TLETS/Nlets terminal.
- Identify legitimate criminal justice and law enforcement uses of information obtained from TLETS and Nlets.
- List the possible sanctions for misuse of the TLETS/Nlets systems.
- Locate the contact information for reporting operational problems or requesting terminal moves, changes and additions.

System Definition and Policy

TLETS Description

The Texas Law Enforcement Telecommunications System (TLETS) is a statewide telecommunications network composed of computer terminals, interfaces and databases representing city, county, state, federal, military law enforcement and criminal justice agencies in Texas. This network is controlled by a computerized electronic message switching system located in the Headquarters of the Texas Department of Public Safety in Austin.

Member agencies have the capability of exchanging administrative type messages and when authorized, have access to various databases that enables them to retrieve and enter certain computerized data. Additionally, other law enforcement and criminal justice agencies, systems, files and services are available to TLETS members through the Nlets - International Justice and Public Safety Network. Nlets provides TLETS members access to law enforcement, criminal justice agencies and other informational files and services in the United States, Puerto Rico, the Virgin Islands and a number of foreign countries.

TLETS Administration

The Director of the Texas Department of Public Safety (TXDPS) has the direct responsibility of the administrative control, access and operation of the Texas Law Enforcement Telecommunications System (TLETS). TLETS operates under a shared management concept, wherein TXDPS Information Technology manages the technical components of the system, such as: design, operation, circuits and the satellite network (VSAT). The TXDPS Law Enforcement Support Division manages the operations of the TLETS system, such as: coordinating new agency membership, creating new and maintaining existing database interfaces, user agreements, system management responsibilities and other administrative matters pertaining to TLETS. Additionally, an individual from the Law Enforcement Support Division serves as the state representative for the International Justice and Public Safety Network (Nlets).

Nlets Description

The International Justice and Public Safety Network (Nlets) is made up of representatives of law enforcement agencies from each of the 50 states, the District of Columbia, Puerto Rico, US Virgin Islands, Guam, Canadian Police Information Centre (CPIC), Interpol and Federal law enforcement agencies. Nlets is incorporated under the laws of the State of Delaware and is a non-profit organization whose purpose is to provide interstate communications to law enforcement, criminal justice and other agencies involved in enforcement of laws. As a 501(c)(3) not for profit organization, Nlets is solely funded by membership fees.

Nlets Administration

Nlets has eight regions comprised of six or seven states and several federal agencies that are grouped together to represent a regional community of interest. The Nlets System Agency (NSA) for a state or other member agency will appoint an individual to provide representation in the Nlets organization. The state representative of each region represents the region on the Nlets Board of Directors.

The Board of Directors meets at least once each year to conduct the organization's business and make policy decisions. The policy decisions range from how the system is to be operated to how the Corporation's general business will be handled. The Board of Directors appoints an Executive Director who is responsible for conducting the organization's day-to-day business and overseeing system operations and administrative matters.

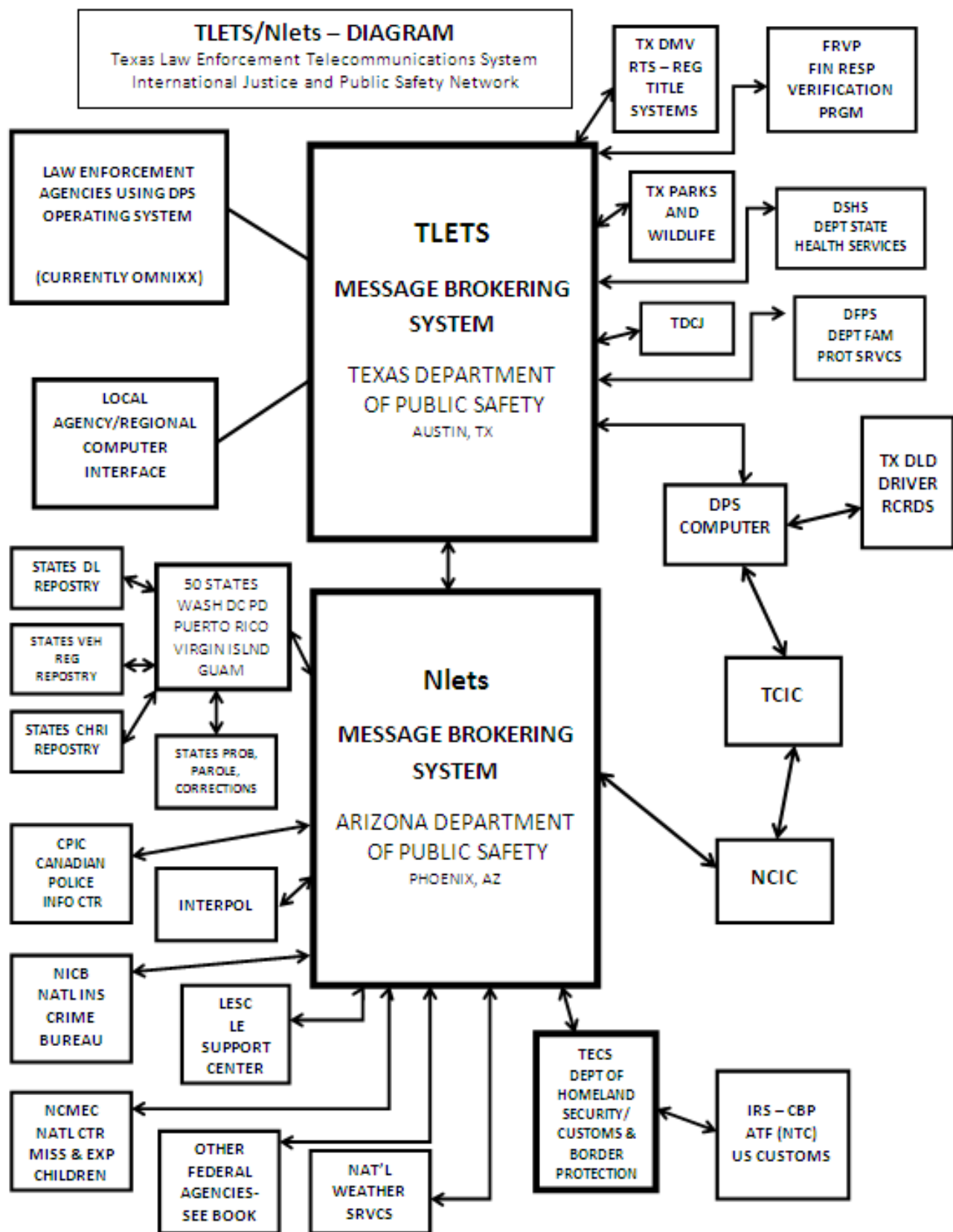
Nlets is a secure network and system linking local, state, federal and international agencies together to provide the capability to exchange criminal justice and public safety related information. Nlets links Nlets System Agencies (NSAs) together using an international standardized format to transmit and receive data from one agency to another agency in a matter of seconds.

A log of all transactions is kept to provide system statistical reports and management information. The Nlets system can receive, store, and forward message traffic from and to all its user agencies. Administrative message traffic on the system includes all types of free form criminal justice related data from one point to one or more points. In addition, Nlets supports inquiry into state motor vehicle, driver's license, criminal history and other state, federal and international databases of statewide broadcast messages.

No information delivered from Nlets is to be used for any purposes other than that for which it was originally requested, except to review message traffic for quality control or for statistical analysis purposes.

Nlets System Agency

Each Nlets member designates an agency as the **Nlets System Agency (NSA)**. This designated agency is responsible for maintaining operational surveillance over the state end of the line and for providing distribution services in and out of the Nlets network. The NSA is normally addressed by using the two-character state code. The Department of Public Safety – Crime Records Service is the NSA for the state of Texas, using the Point of Entry (POE) code of TX.



Local Agency/Regional Computer Interfaces

Several Texas criminal justice agencies have internal computer systems that are interfaced into the TLETS Switcher and provide TLETS & Nlets telecommunications message switching capabilities to various terminals within that agency. These computer systems could also provide in-house Information Management to their agencies.

TLETS Network

The Texas Law Enforcement Telecommunications System (TLETS) consists of a software application and secure network services. This system is located at the DPS Headquarters in Austin. The TLETS Message Broker is an automatic, computerized, electronic storage and forward message switching system. Every message and transaction generated by a terminal on the TLETS network is initially transmitted to the message broker over a dedicated circuit or satellite wireless connection where it is validated for proper codes and formats. A record copy of each message or transaction is made on electronic logging devices and then forwarded to its addressed destination. In the event conditions exist that prevent the proper delivery of the message/transaction to its addressed destination, the message switcher will automatically store this message or transaction until such time delivery is possible or notify the originator it was discarded.

Registration and Title System (RTS)

Texas Department of Motor Vehicles (DMV) provides registration information for vehicles titled in Texas from the Registration and Title System database (RTS). The RTS database includes owner information and vehicle description. It also contains information concerning commercial over-width/weight/height permits.

Financial Responsibility Verification Program (FRVP)

This program is managed by the Texas Department of Insurance and provides law enforcement officers with potential verification of valid insurance for a vehicle or driver.

Texas State Agency Databases

- Texas Department of Parks and Wildlife (TPWL)
- Department of State Health Services (DSHS)
- Texas Department of Criminal Justice (TDCJ)
- Department of Family and Protective Services (DFPS)

Driver License System (DLS)

The Texas Department of Public Safety Driver License Division (DLD) is responsible for all driver license records and identification card information issued in Texas. The Driver License System (DLS) is the repository for driver information, status and history.

Texas Crime Information Center (TCIC)

The Texas Crime Information Center (TCIC) provides access to data regarding the stolen status of property and the wanted, missing, sex offender, or protective order status of persons. This database is managed by the Crime Record Service of the Texas Department of Public Safety. TCIC also provides a direct link to the National Crime Information Center (NCIC) providing instantly whether a vehicle, a boat, or other property under investigation is stolen, or a person in question is wanted anywhere in the country.

National Crime Information Center (NCIC)

The Federal Bureau of Investigation (FBI) in Washington, DC maintains the National Crime Information Center (NCIC). This system provides the repository, inquiry and entry access to stolen vehicles, license plates, boats, guns, articles, securities, wanted/missing/unidentified persons and criminal history information to law enforcement/criminal justice agencies nationwide and Canada. Users should refer to the NCIC Operating Manual for complete system description and operation which is available at:

<http://www.txdps.state.tx.us/tcic2000project>.

User Name: TCIC2000

Password: DPSTCIC7#

Nlets Network

Nlets - International Justice and Public Safety Network is an automatic, computerized, electronic storage and forward message broker network. Although the Nlets message broker equipment is physically located at the Arizona Department of Public Safety in Phoenix, Arizona, it is under the administrative control of the International Justice and Public Safety Network. The network has the capability to receive, store, and forward message traffic from and to all its members.

Nlets' sole purpose is to provide for the interstate and/or interagency exchange of criminal justice and related information. The mission of Nlets is to provide, within a secure environment, international justice telecommunications capability and information services that will benefit to the highest degree, the safety, security, and preservation of human life and the protection of property. Nlets will assist those national and international government agencies and other organizations with similar missions that enforce or aid in enforcing local, state or international laws or ordinances.

Message traffic includes free form administrative message data from one point to one or more points. Nlets supports inquiry into state motor vehicle, driver license, other databases and systems.

Other State's Databases

In addition to local agency computer system interfaces, there are additional computer systems databases that are directly interfaced with the TLETS Message Switcher. These databases provide computerized record information on driver license, registration, stolen and wanted information and criminal history record information to authorized users on the TLETS.

- Driver License Information
- Vehicle Registration
- Boat Registration
- Criminal History Record Information
- Probation, Parole and Corrections Information

Communicating with Canada

Nlets supports an interface to Canada for exchanging criminal justice and criminal justice related information. Through this interface, a variety of information is available.

International Criminal Police Organization (INTERPOL)

Interpol is also interfaced with Nlets and provides information services and exchange of certain law enforcement/criminal justice information with a number of foreign countries regarding criminal investigations

National Insurance Crime Bureau (NICB)

The National Insurance Crime Bureau (NICB) is a crime prevention organization assisting law enforcement in the prevention, detection, and prosecution of the financial crimes of theft, fraud, and arson relating to personal property.

Law Enforcement Support Center (LESC)

The Law Enforcement Support Center (LESC) provides timely information on aliens suspected of criminal activity and status information of aliens under arrest. The information may be used to assist with investigations, provide identification and background data on subjects for correctional departments or to notify INS of a subject's incarceration or placement on probation.

National Center for Missing and Exploited Children (NCMEC)

The National Center for Missing and Exploited Children (NCMEC) acts as a resource for searching parents and law enforcement professionals in their efforts to find and recover missing and abducted children. NCMEC also disseminates information to raise public awareness regarding the issues of child molestation, victimization, and sexual exploitation.

NCMEC provides a 24-hour, toll-free Hotline/CyberTipline accepting reports of missing children as well as lead information on missing and sexually exploited children. They also assist with photograph/poster preparation and distribution, age enhancement, facial reconstruction, imaging/identification services, educational materials and publications.

For additional information contact:

National Center for Missing and Exploited Children
699 Prince Street
Alexandria, Virginia 22314
703-274-3900 or 800-843-5678

Treasury Enforcement Communications System (TECS)

The TECS is an automated message switching system located in Washington, DC and is directly interfaced with the Nlets Switcher. TECS provides users in Texas access to various Federal agencies and is host to the Federal Aviation Administration (FAA) aircraft registration files.

Federal Agency Access

- Postal Inspection Service
- Department of State
- Department of Interior
- National Park Service
- Bureau of Indian Affairs
- US Park Police
- Veterans Administration Police
- Federal Protection Service
- US Coast Guard
- Department of Army
- Naval Investigative Service
- Air Force Office of Special Investigations
- US Secret Service
- Department of Justice
- US Marshal
- Drug Enforcement Agency
- US Courts Administration
- Department of Homeland Security – Immigration and Customs Enforcement

System Access and Dissemination Policies

TLETS/Nlets

Texas Law Enforcement Telecommunications System and the International Justice and Public Safety Network are designed exclusively for use by criminal justice agencies in conducting their lawfully authorized duties within their respective jurisdictions and between agencies as required. Data obtained over these systems may only be disseminated to criminal justice agencies as defined in State Statute and Federal Regulations. Secondary dissemination by those agencies is permissible when authorized for a specific purpose by state and federal laws. Each agency must ensure that TLETS terminals and/or terminals on local systems, which have access to TLETS, are secure from unauthorized use.

NCIC/TCIC

The data stored in the NCIC System and the III File are documented criminal justice information and must be protected to ensure correct, legal and efficient dissemination and use. It is incumbent upon an agency operating an NCIC terminal to implement the necessary procedures to make that terminal secure from any unauthorized use. Any departure from this responsibility warrants the removal of the offending terminal from further NCIC participation. The same access policy guidelines in NCIC apply to TCIC.

CJIS (Criminal Justice Information System)

“A Criminal Justice Agency is defined as a court, a governmental agency, or any subunit of a governmental agency which performs the administration of criminal justice pursuant to a statute or executive order and which allocates a substantial part of its annual budget to the administration of criminal justice. State and federal Inspectors General Offices are included.”

The **Administration of Criminal Justice** is defined as: “The detection, apprehension, detention, pretrial release, post-trial release, prosecution, adjudication, correctional supervision, or rehabilitation of accused persons or criminal offenders. It also includes criminal identification activities; the collection, storage, and dissemination of criminal history record information; and criminal justice employment. In addition, administration of criminal justice includes “crime prevention programs” to the extent access to criminal history record information is limited to law enforcement agencies for law enforcement programs (e.g. record checks of individuals who participate in Neighborhood Watch or “safe house” programs) and the result of such checks will not be disseminated outside the law enforcement agency.”

Use of the system for any **non-criminal justice purpose** is in violation of the agency’s TLETS User Agreement and could result in the termination of service to any agency found responsible for such offenses. Individuals, businesses, organizations and governmental entities not defined as criminal justice agencies; such as tax offices or municipal offices, are not authorized to access under the above regulations. They may obtain certain information and data directly from the agencies responsible for keeping the files such as vehicle and boat registration information or driver license data.

Personnel Security Policy and Procedures

To verify identification, a state of residency and national fingerprint-based record checks shall be conducted within 30 days of assignment for all personnel who have direct access to criminal justice information (CJI) and those who have direct responsibility to configure and maintain computer systems and networks with direct access to CJI. If a felony conviction of any kind exists, the hiring authority in the Interface Agency shall deny access to CJI. If the person already has access to CJI and is subsequently arrested and or convicted, continued access to CJI shall be determined by the CSO.

Support personnel, contractors, and custodial workers with access to physically secure locations or controlled areas (during CJI processing) shall be subject to a state and national fingerprint-based record check unless these individuals are escorted by authorized personnel at all times. It is recommended individual background re-investigations be conducted every five years.

Criminal Justice Information Services (CJIS) Security Policy

<http://www.txdps.state.tx.us/SecurityReview/documents.htm>

User name: tcic2000

Password: DPSTCIC7#

Sanctions for System Misuse

Every agency must operate their TLETS terminal and/or interface system in a professional manner, adhering to the rules, regulations, procedures, and policies. Administration of these rules is the responsibility of the Texas Department of Public Safety. Violations of the rules, regulations, policies, and procedures or any other misuse or abuse of the system, will result in the following sanctions:

1. The first violation will result in a notification letter to the administrator of the offending agency.
 - This letter will outline the infraction and will request future compliance.
 - The Department of Public Safety will retain a copy of the letter on file.
2. The second violation will result in an agency notification to the administrator of the offending agency.
 - This letter will outline the infraction and request future compliance.
 - The Department of Public Safety will retain a copy of the letter on file.

Continued serious violations will result in notification of the agency administrator to discuss the possibility of more severe sanctions including, but not necessarily limited to, termination of service to the offending agency.

In those situations where clear violations of the law have occurred, criminal prosecution of the offender may occur.

Terminal Security

The security of the terminal site and information printed at the terminal location is the responsibility of the participating agency.

Federal and state laws that govern the privacy and security of communications apply to all messages transmitted over this system. The existence, contents or meaning of messages and data transmitted or received shall not be divulged, except through authorized channels of transmission or reception, to any person other than the addressee, or to persons employed or authorized to forward such communications.

Terminals must be in locations that are secured from unauthorized access, and all employees authorized to access TLETS must receive instruction on the proper use and dissemination of information.

All printers and terminals must be in locations that eliminate the possibility of access by unauthorized persons to this information, and that protect equipment from unauthorized tampering.

The Criminal Justice Information Service (CJIS) Security Policy establishes guidelines and approval procedures for agencies that choose to interconnect with the Texas Law Enforcement Telecommunications Systems (TLETS). These guidelines also require DPS to apply the requirements of the CJIS Security Policy to TLETS members. The CJIS Security Policy can be found at:

www.txdps.state.tx.us/tcic2000

User Name: TCIC2000

Password: DPSTCIC7#

TCIC/TLETS Contact Information

Area	E-mail/Phone
TCIC/TLETS Online Testing <ul style="list-style-type: none"> Online Retesting for Existing Users 	http://tlets.txdps.state.tx.us/omnixx/desktop https://tlets.txdps.state.tx.us/omnixx/desktop
TLETS/TCIC Training <ul style="list-style-type: none"> TCIC/NCIC TLETS/Nlets User Access Request Form NCIC Code Manual Training Manuals and Materials Training Report Form Message Violations 	TCIC Online www.txdps.state.tx.us/tcic2000project User Name: tcic2000 Password: DPSTCIC7# Forms Password: DPSTCIC7# tcic.training@dps.texas.gov 512-424-2832
TCIC Control Room <ul style="list-style-type: none"> TCIC, NCIC Coding Procedures Format Problems Hit Confirmation Problems 	TCIC Control Room Operators (Available 24/7) tcic.controlroom@dps.texas.gov 512-424-2088 Fax 512-424-2748
TCIC Audit <ul style="list-style-type: none"> Preparing for TCIC Audits TCIC/TLETS User Agreements 	tcic.audit@dps.texas.gov 512-424-2809
TCIC System & Quality Control <ul style="list-style-type: none"> System Management Responsibilities Violations or System Abuse Off Line Searches Requesting New ORI's ORI Validations LP Readers for Patrol Vehicles TXGANG 	tcicqc@dps.texas.gov
TCIC System & Quality Control <ul style="list-style-type: none"> Validations 	tcic.operations@dps.texas.gov
TLETS <ul style="list-style-type: none"> New Agency Membership 	TLETS@dps.texas.gov
Operations Intelligence Center (OIC) <ul style="list-style-type: none"> Terminal Troubleshooting Data Circuit Problems 	888-DPS-OIC0 800-63-TLETS 512-424-2139
CJIS Security Information <ul style="list-style-type: none"> Terminal Security Reviews User Security Reviews Terminal Moves/Changes 	Security Officer 512-424-5686 security.committee@dps.texas.gov

Section 2: Operating the System

By the end of this training session, the student will be able to:

- Demonstrate how to log onto the OMNIXX system.
- Identify the parts of the OMNIXX Force screen and their functions.
- List the different ways to access OMNIXX inquiry and message forms.
- Give examples of submenus used in OMNIXX inquiries and messages.
- Identify the inquiry and message forms edit features.
- List the different ways to access the OMNIXX Message Window.
- Locate the parts of the OMNIXX message window and their match functions.
- Explain the function and use of the OMNIXX message log.
- Identify the elements of output headers.
- Explain the importance of the ORION file to obtain an agency's ORI and the procedure for obtaining that agency's contact information.
- Describe the process for modifying an agency's contact information.
- Restate the function and use of the TLETS and Nlets Help files.

Operating the System

Logging onto OMNIXX

The OMNIXX Login screen allows the user to enter the information listed below. All of the information is saved by the system (except password). The information will not have to be entered every time you login to the OMNIXX Desktop. Any user not having an OMNIXX user ID should contact your agency's Terminal Agency Coordinator (TAC).

User Name	Enter User Name
Password	Enter Password
Agency	Enter TLETS
Validation Code	Enter the terminal mnemonic if logging into Force, otherwise leave it blank
New Password	Enter a new password if wishing to change your current password
Confirm	Re-enter new password to confirm
OMNIXX Path	Enter C:\TLETS

After all the information is entered, click the **Click to Login** button to begin the process. OMNIXX Force will automatically terminate if the user's login attempt is unsuccessful.

Once logged into the OMNIXX Desktop, the user has access to all of the OMNIXX applications authorized to use, without having to login to each program individually.

OMNIXX Force Browser

OMNIXX Force Browser provides authorized TLETS users the ability to query, enter or update state and national databases and exchange messages with other users via the message broker. OMNIXX Force Browser is a browser-based law enforcement application that includes a persistent connection to the message broker for timely delivery of messages.

OMNIXX Trainer

OMNIXX Trainer provides certification training and retesting that is fully integrated with OMNIXX Force user applications. By using OMNIXX Trainer, students can review the current status of their individual certifications, take initial or refresher training courses, and access tests to earn or renew their certifications. Once a student has passed a certification test, the results are posted to their user record allowing continued access to OMNIXX Force transactions related to that certification. The message switch allows the user to access those transactions.

OMNIXX Console

OMNIXX Console allows Subagency User (SAGY) to maintain database records for their sub agency users and devices. It allows authorized administrators to update the OMNIXX database by modifying or disabling users and resetting passwords.

Each agency should assign at least one Subagency User (SAGY) access to OMNIXX Console. To request access, an email should be sent from the agency administrator (chief, sheriff, etc.) with the following information to tlets_order_center@dps.texas.gov.

- User Name
- OMNIXX User ID
- User Email
- ORI
- Agency Name
- Agency Telephone Number

OMNIXX Certifications

Once the user is logged on to the OMNIXX Desktop screen, the OMNIXX Certifications screen is displayed automatically.

User Name	Name of the user currently logged onto the OMNIXX Desktop.
Agency	Identifier for agency the current user is assigned to.
Certification	The certifications currently assigned to the user.
Status	The current status of each certification assigned to the user. The certification may be active or disabled.
Expiration Date	Date each certification expires for the current user. This date alerts the user to plan for mandatory re-certification testing for each expired certification.

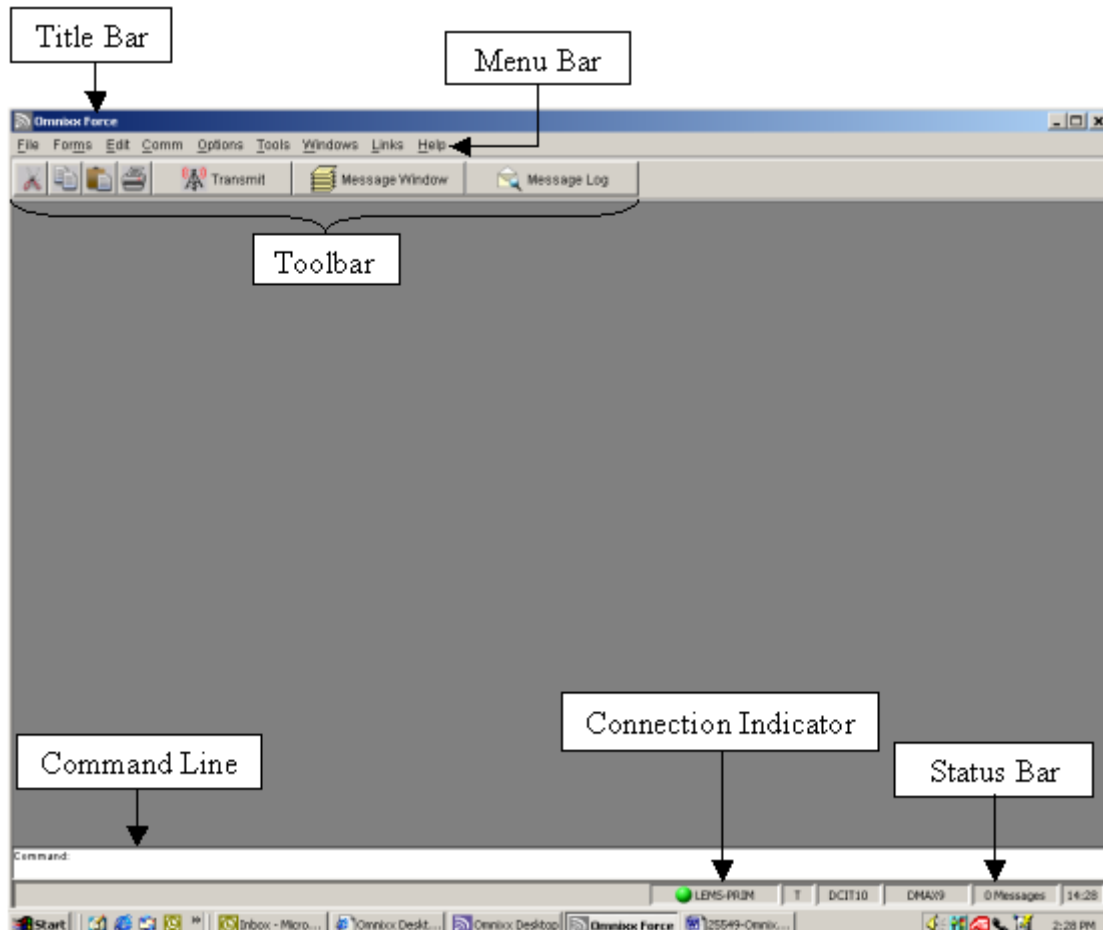
To exit the OMNIXX Certifications screen, click the **Close** button or the small button in the upper right-hand corner of the screen.

Clicking on the OMNIXX Force icon will synchronize with the OMNIXX Application Repository to ensure that the computer has the most current version of all transaction formats and support documents available. If any older versions are found, they are automatically updated to show the most current version.

Once synchronization with the OMNIXX Application Repository is complete, the OMNIXX Force application window is displayed and the user can begin running transactions.

OMNIXX Force Elements

Several parts of the OMNIXX™ Force screen that users should be familiar with include: **Title Bar**, **Menu Bar**, **Toolbar**, **Command Line**, **Status Bar**, and **Connection Indicator**.



OMNIXX Menu Bar

The OMNIXX Force Menu bar, located under the Title bar, consists of the following menu items: **File**, **Forms**, **Edit**, **Comm**, **Options**, **Tools**, **Windows**, **Links**, and **Help**. Each menu contains a drop-down list of commands that relate to the menu item. For example, to find help with an OMNIXX Force function, click the **Help** menu.

File Menu

The **File** menu contains **Workspace** options, **Print Setup** and **Exit**.

The **Print Setup** option opens the Print Setup dialog box allowing the user to enter the path of the network printer to send and print OMNIXX Force messages. The **Exit** command *closes* and *exits* the user from the OMNIXX Force.

Forms Menu

All forms accessible to the user are displayed in this menu option. These forms may include: **Vehicles**, **Persons**, **Criminal Info**, **Guns**, **Misc Forms**, and **Utilities**. Forms vary depending on the agency's requirements and user authorization.

Edit Menu

The **Edit** menu offers three functions for the user. These functions include: **Cut**, **Copy**, and **Paste**.

Comm Menu

The **Communications** menu offers the option to **Transmit** data by sending the current transaction format.

Options Menu

The Options menu offers five functions for the user: Auto Switch to Message (Msg) Window, Auto Print, View Command Bar, Write Trace File, and Check Form Updates.

The Auto Switch to Message (Msg) Window, when enabled, will automatically open when a message is received.

When Auto Print is enabled, all *incoming* messages will automatically be printed without any further action from the user.

The View Command Bar can be used to toggle the display for the Command Bar at the bottom of the screen allowing for data transactions.

The Write Trace File allows the Operations Intelligence Center (OIC) personnel to troubleshoot problems in a program. By activating this feature, the source output contains trace elements used when troubleshooting issues.

By selecting the Check For Form Updates, OMNIXX Force will automatically query the repository for new forms and any associated items every time a form is opened, and then update these forms as needed.

Tools Menu

The Tools menu option offers three tools to the user. These tools include: **Synch files with Repository**, **Message Window**, and **Message Log**.

Synch Files with the Repository ensures the user that all files in the local machine match the production version in the Repository and are the most current version available. This option will delete the entire OMNIXX Force directory and re-download all files. It does not check just to see if everything is current before it updates. This tool should be used only if the system is having a problem. Click the **Continue** button to activate this process.

The OMNIXX Force **Message Window** allows users to view all messages from the current session. Note that received messages are in blue text and sent messages are in green.

The **Message Log** feature allows the user to search and view messages sent and received during current and previous sessions of OMNIXX Force. Note: Received messages are in blue text and sent messages are in green.

Windows Menu

The **Windows** menu option offers the user five different screen views: **Cascade**, **Tile Horizontally**, **Tile Vertically**, **Close**, and **Close All**.

Links Menu

The **Links** menu provides web-based links for OMNIXX Force users, such as <http://www.Nlets.org/>.

Help Menu

The **Help** menu provides web-based online help for OMNIXX Force users, such as:

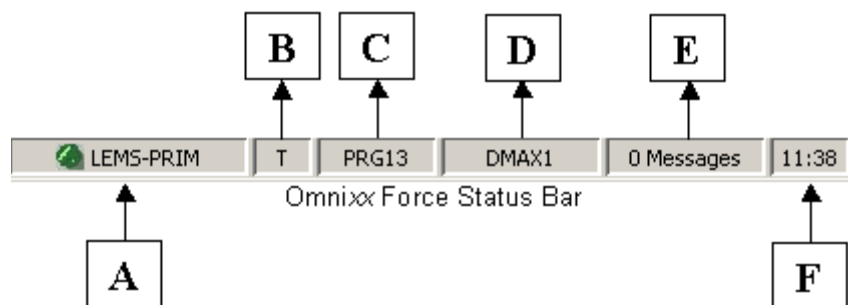
- OMNIXX License Agreement
- About OMNIXX Force
- DPS Training Policy
- DPS 10-Codes
- Handgun Compact States
- Nlets Help Files
- Nlets User Guide
- Nonresident Violator Compact (NRVC)
- Offline Search Policy
- OMNIXX Force User Guide
- Reference Materials
- Social Security Numbering Scheme
- State Control Terminal Agencies and Federal Service Coordinators
- TCIC Texas User Pages
- VISA

OMNIXX Toolbar

The OMNIXX Force Toolbar is located directly under the Menu Bar and displays buttons for the most commonly used tools: **Cut**, **Copy**, **Paste**, **Print**, **Transmit**, **Message Window** and **Message Log**.

Status Bar

The Status bar, located at the bottom of the screen under the Command bar, provides information regarding the current status of the user's terminal as shown in the Figure below.



The following are examples of items found on the Status bar:

A	Switch Name	Switch Indicator; <i>green</i> for connected or <i>red</i> for disconnected.
B	Trace File Indicator	Allows user to toggle the trace function on/off.
C	Device ID	Mnemonic or device name of the machine.
D	User Name	User ID of the current user.
E	Message Count	Displays the number of <i>unread</i> messages in the Message Window.
F	Time	Displays the current system time.

OMNIXX Command Bar

The Command bar is located near the bottom of the screen directly above the Status Bar. It provides quick keyboard access to OMNIXX transaction forms and exiting the program.

Opening a Transaction Format Using the Command Bar


1. Type the letters "TF" inside the Command Bar followed by a space.
2. Enter the Message Key of the desired transaction format.
3. Press the ENTER key.
4. If a valid Message Key is entered, OMNIXX Force searches for and displays the correct transaction format.
5. An error message is displayed for an invalid command.

Exiting OMNIXX Force Using the Command Bar

1. Type the word "Exit" inside the Command Bar.
2. Press the ENTER key.
3. A confirmation box is displayed.
4. Click **Yes** to exit, or **No** to continue using OMNIXX Force.

Closing OMNIXX Force

The user has four methods for exiting the OMNIXX Force application:

1. Click on the **File** menu option located on the Menu Bar at the top of the OMNIXX Force screen. After the drop-down list is displayed, click the **Close** menu item to close OMNIXX Force User Interface.
2. Close and exit the OMNIXX Force User Interface by clicking the small  button in the upper right-hand corner of the screen.
3. Entering the word "Exit" in the Command Line located at the bottom left corner of the screen to close and exit OMNIXX Force.
4. To exit the OMNIXX Desktop, click the OMNIXX icon. This icon is accessible from the OMNIXX Desktop logon screen.

Elements of a Transaction Format

The transaction format includes fields and groups. A **Field** is a single text box used for entering information. A **Group** is a collection of related fields in an OMNIXX Force transaction format. A format can consist of one or more groups.

Mandatory Field is a field that must be completed by the user in order to transmit an OMNIXX Force transaction format. Blue underlined text is used for the field label in a mandatory field. If a mandatory field is incomplete, an error message is displayed when the user attempts to transmit the form.

Required Field is a field that requires that at least one field must be completed by the user in order to transmit an OMNIXX Force transaction format. Green dashed underlined text is used for the field label of a required field. If one of the required fields is not completed, an error message is displayed when the user attempts to transmit the form.

~~**Conditional Field**~~ is a field that is unavailable until the primary data field is selected then becomes mandatory. Red strike through text is used for the field label on a conditional field.

Conditional/Mandatory Field is a field that becomes mandatory once the initial conditional field has been used. Brown dashed underlined text is used for the field label of a conditional/mandatory field. If the field becomes mandatory and is incomplete, an error message is displayed when the user attempts to transmit the form.

Additional Field is a field that is used to pack a record with as much information as possible. Black text is used for the field label of an additional field. Users can transmit forms without completing the additional fields, but should be included in order to pack the record with all available information.

The **List Box** is a field that contains a pop-up menu of valid entries for a particular field that users can choose (i.e., NCIC codes). A user can manually type in the information or choose an item from the pop-up menu. A field that contains a list box is designated by a small box with three dots, located to the right of the field.

Some fields contain a bi-level pop-up menu. The top-pane of the menu contains a list of categories to choose from. Highlight the appropriate category and the list of possible codes for that category is displayed in the bottom pane.

The information in the lower part of the bi-level list box is listed alphabetically. To position this list, click in the lower area, type the first letter to position the list. Users can also press CTRL+ DOWN ARROW to position the list.

The **Control Field** is an additional field and can be used to identify the requestor of the inquiry or transaction form. It is not a mandatory field. It allows the operator to identify the requestor of the inquiry in order for the information be directed to the appropriate person, or located for future reference. The control field in return messages will be prefixed by an asterisk* and is ten characters in length. The field must contain zeroes, or contain ten full characters.

Nlets recommends using alphabetic and numeric characters. Additionally, characters such as: “&”, “\$”, “/”, “+”, etc. are allowed. When inquiries are sent to Canada, the control field follows the above rules, but may not contain specific characters such as: “\”, “&”, “\$”, etc., or CQCU as the first four characters.

Field Help is a feature of OMNIXX Force that helps define the contents of a specific field. This feature is useful when a user is entering information into a transaction format and is unfamiliar with what information needs to be entered into a particular field. The user can access Field Help and receive a dialog box displaying guidelines regarding what type of information should be entered along with the correct format.

Form Help is a feature of OMNIXX Force that displays a dialog box containing information about the currently open transaction form.

Transmitting a Transaction Form

After entering all of mandatory information into a transaction format the user can transmit with one of the following actions:

- Click the Transmit icon on the toolbar.
- Click on the Comm menu, and select Transmit.
- Press CTRL + T.
- Press the + key on the computer's number pad.

Conditional Mandatory Status

If a user attempts to transmit a transaction form without the mandatory or conditional fields complete, the system will identify the fields the user must complete in order to transmit the form. It will note the status of the field as “OK” or “Missing”.

OMNIXX Force Message Window, Display and Logs

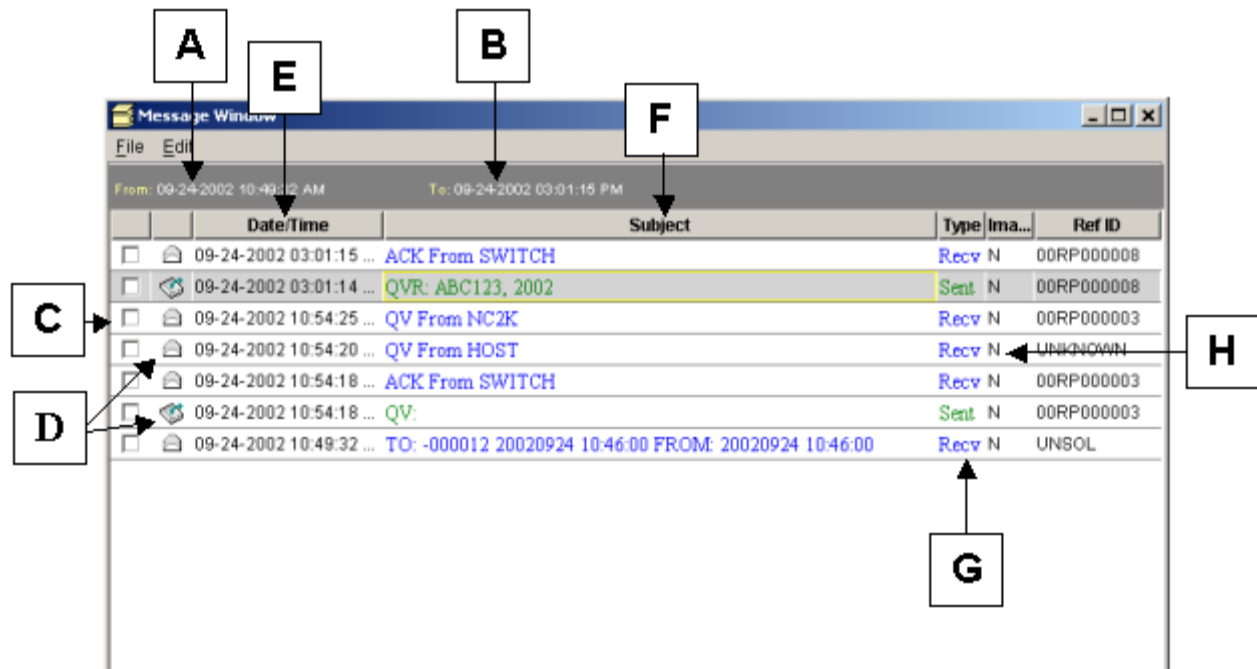
It is very important that users are able to search previous messages that may have already been deleted from the Message Window. All incoming and outgoing network messages are stored in encrypted Message Logs that are stored locally on the terminal's hard drive and can be searched to find a specific message in the event the user needs to access one of the previously deleted messages.




OMNIXX Force Message Window

The **Message Window** contains all sent and received messages from the current session. A session is considered to be the duration from the time the user logs on until the time the user logs off. Every time a user logs onto OMNIXX Force, the user begins with a new Message Window.

The Message Window can be accessed by:

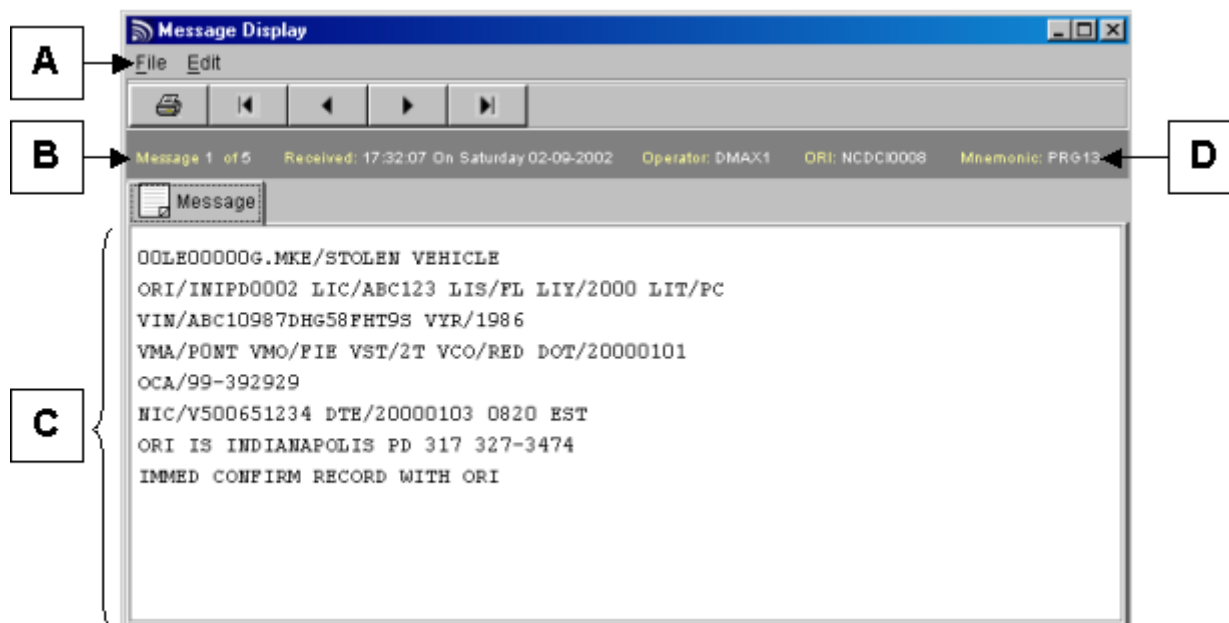
- Message Window button on the toolbar.
- Tools Menu and then click Message Window.
- Message Counter located on the Status Bar at the bottom of the screen.



A	Start Date	The Start Date displays the date and time of the earliest message received into the Message Window.
B	End Date	The End Date displays the date and time of the most recent message received into the Message Window.
C	Selection Checkboxes	Some commands allow a user to work with more than one message at a time. Enabling the selection box on a message indicates that the message is to be included in one of these commands. For example, a user may print multiple messages at once by enabling the checkbox next to several messages and then executing the Print command.
D	Message Icons	<p>These icons notify the user if a message is a "Sent" or "Received" message. Received messages are <i>blue</i> text and sent messages are <i>green</i> text.</p> <p> Notepad indicates a Sent message.</p> <p> Closed envelope indicates a Received/Unread message.</p> <p> Open envelope refers to a Received/Read message.</p>
E	Message Date and Time	The date and time the message was sent or received.
F	Message Summary Area	The Message Summary Area gives the user summary information regarding a particular message. The date and time of the message, as well as, the type are displayed.
G	Message Type	Type (word text) is another indicator to the user if the message was Sent or Received.
H	The Image Indicator	The Image indicator informs the user if an image is associated with or embedded within that particular message: Y (Yes) or N (No).

OMNIXX Force Message Display

The Message Display consists of the following: Menu Bar, Toolbar, Message Display Window and Message Chronology. These functions help the user navigate in the Message Window.

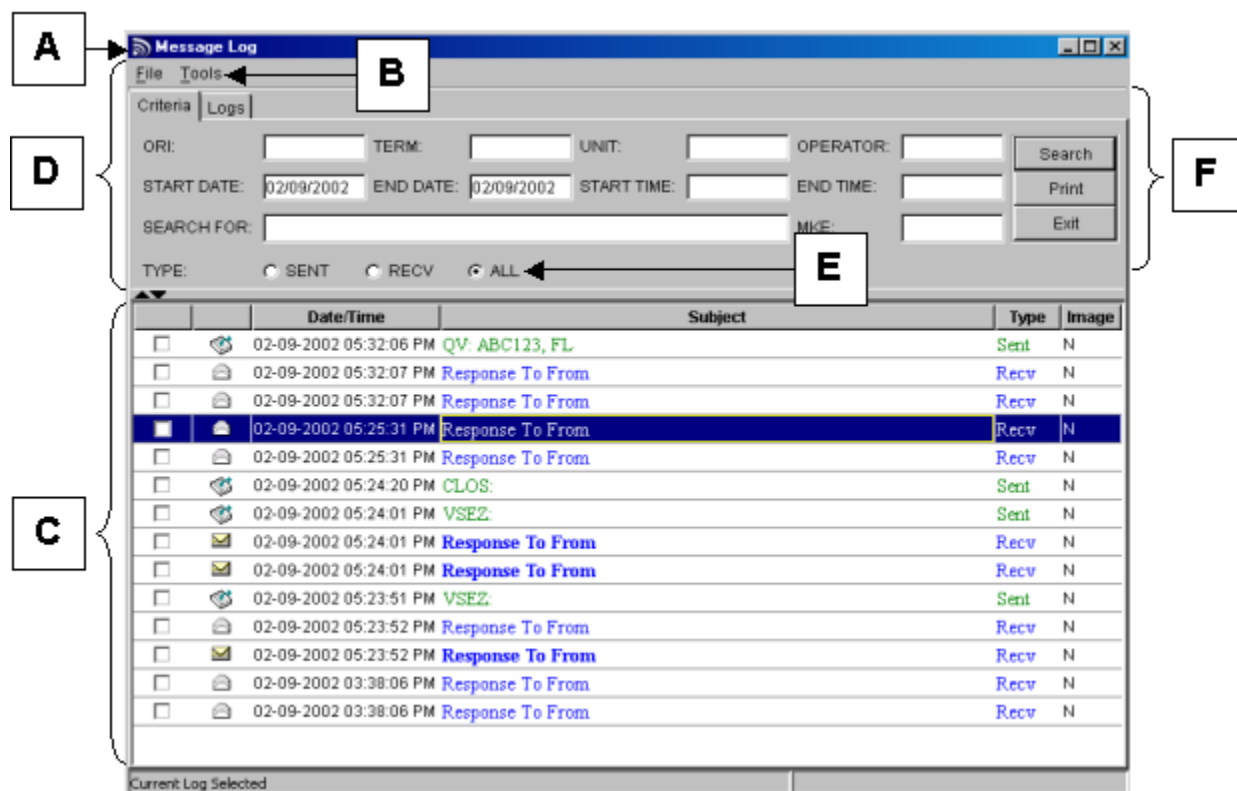


A	Menu Bar	The Menu bar contains the File and Edit menus.
B	Toolbar	The Toolbar provides quick access to the functions found on the Menu bar.
C	Message Display Window	This area contains the actual text of the current message.
D	Message Chronology	This area contains information regarding the current message: <ul style="list-style-type: none"> • The ordinal number of the message in the log. • If the message was Sent or Received. • The date and time of the message. • The Operator, ORI, and Mnemonic of the message.

OMNIXX Force Message Log

The Message Logs are held locally on the terminal's hard drive. These logs record all messages sent and received on that particular terminal and are saved in read-only format, meaning the user cannot edit them. The Message Log allows the user to search for and view messages that were previously deleted from the Message Window. It can be accessed on the Tools Menu or the Message Log button on the Toolbar.

The Message Log consists of the following: Title Bar, Menu Bar, Search Criteria, Message Display Window, Message Type Radio buttons, and Command buttons. These functions help the user navigate in the Message Log window.



A	Title Bar	The Title Bar notifies the user that the currently active screen is the Message Log.
B	Menu Bar	The Message Log Menu Bar contains the following two elements: the File menu (Exit) and Tools (Archive).
C	Message Display	All messages meeting the criteria specified by the user in the Search Criteria fields are displayed in this window.
D	Search Criteria	The user narrows the search by entering information into the Search Criteria fields.
E	Message Type	These buttons allow the user to specify the type of messages searched for: Received messages only, Sent messages only, or All messages.
F	Command Buttons	Provide access to functions in the Message Log.
	Logs Tab	The Logs tab allows the user to select archived logs to be included in the search. The command buttons listed below allow the user to choose the archived logs to use in a search.

Forwarding a Message

It is possible to forward a message received to another user. This function can occur from either the Message Window or the Message Log by right-clicking on the selected *Received* message. Click on the **Forward Message** menu.

TLETS Addressing

Each TLETS member agency has a unique four character alpha/numeric code assigned to their terminal and/or interface system. This code is called a "mnemonic address" and is used to address or direct messages to a specific terminal/interface system. Individual agencies in each state are also assigned a unique nine-character code, known as the Originating Agency Identifier (ORI).

TLETS Output Message Footer

MRI: 32264175 IN: KBFX 6 AT 27MAR2007 13:47:45

OUT: JJFX 10 AT 27MARCH2007 13:47:45

Line	Entry	Explanation
1	MRI: 32264175	Message Routing Identifier
1	IN: KBFX 6 AT 27MAR2007 13:47:45	Mnemonic of terminal receiving with date and time
2	OUT: JJFX 10 AT 27MARCH2007 13:47:45	Mnemonic of terminal sending with date and time

Nlets Addressing

The Nlets Control Terminal Agency is each state's Point of Entry (POE). The POE for Texas is the TLETS message switcher in Austin. All messages on Nlets must be routed using the appropriate ORI or the two-character state POE code.

Nlets Output Message Header

AM.AZ0071100

09:00 6101996 00325

09:01 6101996 00001 TXDPS0000

*14-1234

Line	Entry	Explanation
1	AM.AZ0071100	Message type followed by a period and the ORI of the sending agency
2	09:00 6101996 00325	Time and date received by Nlets followed the message number for messages received that day
3	09:01 6101996 00001 TXDPS0000	Time and date sent by Nlets followed by the message number and the number of messages sent that day to the receiving ORI
4	*14-1234	Control Field

Nlets ORION Directory

The Nlets ORION directory allows TLETS member agencies to obtain agency contact information from all Nlets users, including Canadian agencies. Inquiries may be made by location, ORI or federal agency ID.

An inquiry search by **location** will usually comprise summaries of all matching records; however if there are three or fewer matches complete records for the matches are returned. The location can be limited, if desired, to a particular agency type. All county/military agencies will have two records, one by the county name and one by city, example: LOC/HILL COUNTY and LOC/HILLSBORO or LOC/AFO-DYESS and LOC/AFO-ABILENE

Inquiries can be retrieved by **ORI**. The response would consist of the complete return of all records on file for the ORI. The response to an inquiry by **federal agency ID** will usually comprise summaries of all matching records; however if there are three or fewer matches complete records for the matches are returned. The search can be limited, if desired, to a particular location.

Query Nlets ORION File (TQ)

Agency/Case Data

- Originating Agency Code (ORI)
- Nlets State Code (POE)

Search Data

- Inquiry Code (ORI)
- Location
- Agency Type (TYP)
- Federal Department (FED)

Special Options

- Control Field (CTL)

A complete record response includes the following:

- | | |
|------------------|--------------------------|
| • ORI | • Fax Phone Numbers |
| • Location | • Hours of Service |
| • Agency Name | • CHRI Authorization |
| • Type of Agency | • Record Owner |
| • Address, City | • Optional Remarks Field |
| • Zip Code | • Date of Last Update |
| • Phone Numbers | |

A summary response, when there are four or more matches to an inquiry, will include:

- | | |
|--------------------|---------------------------------|
| • Agency Name | • CHRI Authorization |
| • Location | • Faxing Capability |
| • ORI | • Legend of Code Interpretation |
| • Hours of Service | |

Nlets will return a "NO RECORD FOUND" message indicating no records were found.

All ORION records FOR Texas agencies are originally entered by the TXDPS TCIC Quality Control when an agency originally joins the TLETS system. It is the responsibility of the agency to modify the appropriate information in their records(s).

Modify Nlets ORION File (TU)

Agency/Case Data

- Originating Agency Code (ORI)
- ORI to be Modified (ORI)

Agency Data to Modify

- Location (LOC)
- Agency Name (AGY)
- Address (ADR)
- City (CIT)
- Zip Code (ZIP)
- Telephone Number (PHN)
- Alternate Phone (PH2)
- Fax Number (FXS)
- Alternate Fax (FX2)
- Hours of Service (HOS)
- Remarks (REM)

Special Options

- Control Field (CTL)

Nlets State Help Files

Nlets users can obtain information for a specific database concerning format, inquiry requirements and other information that is unique to a particular state, subject or country.

Nlets Help File (NHF)

Agency/Case Data

- Originating Agency Code (ORI)

State Help Files

- Nlets State Code (POE)
- State Help Subject

Nlets/Federal Help Files

- *Nlets Help Files (NHF)*

Canadian Help Files

- *Canadian Province Code*
- *Canadian Help Subject*

Mexican/Federal Commercial Driver License Help Files

- *Requested Help File*

Additional information may be requested by sending an administrative message to the following file codes replacing state POE in place of the "XX" listed for each file code.

Destination ORI	Information
XXLIC0000	Vehicle Registration Information
XXOLN0000	Driver License Information
XXSIR0000	Criminal History Record Information (CHRI)
XXBAS0000	Boat and Snowmobile Information
XXADM0000	Federal Agency Information

Nlets General Help Files

The Nlets "general" help files are entered and updated by the Nlets operational staff and contains information pertaining to the system and states.

Destination ORI	HELP Information Records
FNORIHHELP	Contains a list of the Federal codes that are converted to ORION Fed search codes in the ORION file.
NLBASHELP	Contains a list of states providing a boat/snowmobile HELP file on Nlets and a test record available to other users over Nlets.
NLFLYHELP	Contains information on how to submit a LEO Flying Armed message.
NLGUNHELP	Contains a list of states that support inquiries to their Concealed Carry of Weapon permit (CCW) files.
NLLPRHELP	Contains information on the License Plate Reader Program.
NLNOQHELP	Contains a list of states that support name only driver license and vehicle registration inquiries.
NLOLNHELP	Contains a list of states providing automated driver license and HELP FILES over Nlets and a test record available to other users over Nlets. Also should indicate if state supports name only inquiries.
NLORIHHELP	Contains list of states that accept Nlets assigned "S".
NLPPCHELP	Contains a list of states that support inquiries to their parole, probation and corrections files.
NLSIRHELP	Contains a list of states providing automated responses to IQ and/or FQ queries.
NLSONHELP	Contains a list of states that support sex offender notifications.
NLSORHELP	Contains a list of states that support inquiries to their sex offender registration file.
NLSWQHELP	Contains a list of states that support inquiries on state warrants.
NLTSTHELP	Contains a list of state test records.
NLWLQHELP	Contains a list of states that support Wildlife Violation transactions.
NXWTHHELP	Contains information on states that provide road/weather information on an automated and non-automated basis.

Section 3: Driver License Databases

By the end of this training session, the student will be able to:

- Identify the types of driver's license and identification card inquiries available through TLETS and Nlets.
- Compare the difference in the information that is included in each type of driver's license return.
- Describe the process to check a Mexican commercial driver's license and diplomatic licenses.
- Locate the Nlets state driver's license help file.
- Explain the procedure for requesting a manual driver's license check from TLETS or Nlets.

Driver License Databases

Texas Driver License and Identification Card Information

Driver license information is available through TLETS from the Texas Department of Public Safety (TxDPS) Driver License Division (DLD) database and from other states using the Nlets network. Driver License System (DLS) is the computerized system owned and maintained by the DPS.

Personal information obtained from driver license records are protected by a Statute handed down by the Legislature. The Motor Vehicle Records Disclosure Act (Texas Transportation Code, Section 730.004) states "Notwithstanding any other provision of law to the contrary, including Chapter 552, Government Code, except as provided by Sections 730.005-730.008, an agency may not disclose personal information about any person obtained by the agency in connection with a motor vehicle record."

Personal information obtained from driver license records are also restricted by the Federal Driver Privacy Protection Act of 1994 (18 U.S.C. §2721 et. Seq.). There are specific exclusions in these statutes for use by law enforcement. Therefore, driver license information obtained from the TLETS system is to be used strictly for Criminal Justice and Law Enforcement purposes only and may not be disseminated to the public.

Personal information is classified as information that identifies an individual, including an individual's photograph and/or computerized image, social security number, driver identification number, name, address (but not zip code), telephone number, and medical or disability information.

A motor vehicle record is any record that pertains to a motor vehicle operator's permit, motor vehicle title, motor vehicle registration, or identification card issued by an agency authorized to issue an identification document.

Non-Law Enforcement Access to Texas DLS

It is a violation of the TLETS Agency Equipment Agreement for an agency to run a driver license check for insurance purposes on those who operate city or county vehicles. If a city or county needs driver license information for non-law enforcement purposes, they may contact DPS E-Commerce section at: Ecommerce@dps.texas.gov or 512-424-5967.

LRS/Online Services
Texas Department of Public Safety
5805 N. Lamar Blvd.
Austin, TX 78752-0360

DPS DLD will respond to requests for information stored in the driver license record database if the requestor is eligible to receive it. The general public, tax offices, and other non-criminal justice agencies can obtain driver license information by following other procedures as outlined by DPS. The DLD database cannot be used to verify if a person is qualified for a defensive driving course; the person is required to obtain a certified copy of a driving record directly from the Department of Public Safety.

Driver license information from other states may or may not be classified as public record information. Any non-criminal justice agency or person requesting information on obtaining DL information from another state should be directed to contact the driver licensing agency of that state.

Texas Identification Card Information

Texas Identification Cards can be obtained by almost any Texas resident. Additionally, Texas residents can have both a driver license and an identification card. Identification card records are stored in DLS. Like the driver license, identification cards are assigned a unique eight digit number. The identification card is similar in appearance to the regular driver license with the exception that the words **Identification Card** are printed on the top front in bold green letters.

What is needed to obtain an ID certificate?

- Evidence of name and date of birth acceptable for an ID card (equivalent to those needed to obtain a driver license)
- No limit on age
- Must pay a fee
- No test is required
- Each person is limited to one ID card
- Expiration: Next birth date of applicant occurring 6 years after date of application

The DLS database stores both driving records and identification cards. A search into the DLS will yield results for both Driver Licenses and Identification Cards. As customers are identified as having both a driver license and an identification card, the information will be linked together and a single response will contain information from both types of records. Not all records are currently linked together. This will be an ongoing process over the next several years.

Texas DL Inquiry Types

There are two types of Texas driver license inquiries: Status Check and History Check.

The **Status Check** provides basic information regarding the subject: name, physical description, date of birth, most recent address, mailing address, record status, operator license number, card type, license class, expiration date, restrictions, endorsements and administrative status. A few other fields will be displayed when applicable: sex offender, communication impediment, organ donor, VISA expiration date, and the hazardous materials endorsement assessment. The Status Check was formerly known as the Regular Driver License Check.

The **History Check** provides the same information as the Status Check in addition to the driving history record of the individual. The History Check was formerly known as the Complete Driving Record Check and can be accessed by entering an X in the CPL field.

Texas Driver License System Basics

Name

- A search using NAM matches the exact spelling of the last name and first name in the driver license record. **Soundex is not being used.**
- When searching by NAM, do not use a space following the comma between the last and first names.
- The middle name can be used but it will not narrow the search.
- Inquiries made on individuals with only one name require date of birth and should be sent with the last name followed by a “comma”.
- Inquiries made on individuals having a name of more than 30 characters are not currently supported through TLETS. Contact the nearest DPS Communications office or the Texas Joint Crime Information Center at 512-424-7981 for assistance.

Name Only Searches

- A search using NAM alone will return a list of possible matches including the full name, the data of birth, the card number and the city of residence.
- If the search is not successful, validate the information supplied in the inquiry was accurate.

Date of Birth

- A search using DOB matches the exact DOB in the driver license record.

History Check

- When the record status indicates the driver is not eligible on a status check, re-inquire using a history check to obtain the active enforcement action.

Lawful Presence Requirement

Applicants who are not U.S. Citizens or permanent residents of the U.S. must present proof of lawful presence before being issued an original, renewal or duplicate Texas DL and/or ID card. To reduce the risk of identity theft, enhance security and protect the integrity of the licensing process, individuals must present documentation to verify their U.S. citizenship or lawful presence status.

Once acceptable identification has been obtained, usually available electronically from the Department of Homeland Security (DHS) the individual will be issued a Temporary Visitor designation and status date on the face of the card. If the lawful admissions period in the U.S. expires in LESS than six months from the date of the application, no DL or ID card of any status will be issued. If the applicant does not provide the necessary documentation or update the Temporary Visitor status date on or before the date of expiration the card is cancelled and the person may not operate a motor vehicle.

More information: <http://www.txdps.state.tx.us/DriverLicense/LawfulStatusDLID.htm>

Texas Driver License Inquiry (DL)

Agency/Case Data

- Originating Agency Code (ORI)
- Enter X for CPL

Person Data

- Name (NAM)
- *Date of Birth (DOB)*
- *Commercial Driver License (CDL)*

OLN Data

- Operators License Number (OLN)

Image Data

- *Image Request (IMQ)*
- *Reason (RSN)*
- *Email Address (EML)*

Special Options

- Control Field (CTL)

Texas Driver License Returns

Driver License System responses vary depending on the type of request made and the matches in the database. The return will provide record status, administrative status and card status. The driver history record will categorize the history into Enforcement Actions, Convictions, and Crash (accident) information with each category grouped together in the response. Please note that Texas DPS Driver License System postdates convictions and other items, prior to the dates that the action becomes effective.

Single Record Status Response:

```
SEARCH ON 99999999
LAST NAME: TEST
1ST/MID/SFX: MARY JO
DESCRIPTION: WHITE\FEMALE\01011961\5-04\100\BROWN\BROWN
SEX OFF: COMM IMPED: ORGAN DONOR: VISA EXP:
PHYSICAL ADD: 123 LIB TECH SUPP
CI/CO/ST/ZIP: TEST,TRAVIS,TEXAS,78155
MAILING ADD: 123 LIB TECH SUPP
CI/ST/ZIP: TEST,TRAVIS,TEXAS,78155
REC STATUS: NOT ELIGIBLE
ADMIN STATUS:
HME THR ASMT: EXP:
CARD TYPE: DL #: 99999999 CLASS: C TYPE: DL EXPIR DATE: 01012014
RESTRICTIONS:
ENDORSEMENTS:
CARD STATUS:
***** END OF RECORD*****
MRI: XXXXXXXXXXXX IN: NDLSxx XXXXXXXX AT DDMMYYYY HH:MM:SS
OUT: XXXX 2 AT DDMMYYYY HH:MM:SS
```


Information found on Return:	Explanation:
SEARCH ON 99999999	Identifies the information used in the inquiry
LAST NAME: TEST	Last name of record holder
1ST/MID/SFX: MARY JO	First/Middle/Suffix of record holder
DESCRIPTION: WHITE\FEMALE\01011961 \5-04\100\ BROWN\BROWN	Personal descriptors of Record Holder: Race\Sex\DOB\Height\Weight\Hair color\Eye Color
SEX OFF: COMM IMPED: ORGAN DONOR: VISA EXP:	<p>SEX OFF: Sex Offender indicates whether the subject is a convicted sex offender. This field will contain Y if Yes and N if No and will be blank if unknown.</p> <p>COMM IMPED: Comm Imped indicates whether the subject has a Communication Impediment. This field will contain Y if Yes and N when No and will be blank if unknown. The information used to populate this results field is currently being collected, so the information may not be accurate at this time.</p> <p>ORGAN DONOR: Organ Donor indicates whether the subject has designated their desire to be an organ donor. This field will contain Y if Yes and N when No and will be blank if unknown.</p> <p>VISA EXP: Visa Expired, if non-blank indicates the date the subject's VISA expires.</p>
PHYSICAL ADD: 123 LIB TECH SUPP CI/CO/ST/ZIP: TEST,TRAVIS,TEXAS,78155 MAILING ADD: 123 LIB TECH SUPP CI/ST/ZIP: TEST,TRAVIS,TEXAS,78155	Physical and Mailing Address for Record Holder
REC STATUS: NOT ELIGIBLE	<p>REC STATUS: Indicates a person's eligibility to drive.</p> <p>Eligible – The subject is eligible to drive; there are no active enforcement actions. This record status does not indicate that the subject has a valid Driver License, only that they are eligible.</p> <p>Eligible Non CDL – Not Eligible CDL – The subject is eligible to drive non-commercial vehicles but currently is disqualified to have a Commercial Driver License</p> <p>Not Eligible – The subject is not eligible to drive and has an active enforcement action.</p>
ADMIN STATUS:	<p>ADMIN STATUS: Administrative Status provides information about the driver, but does not have any effect on the person's eligibility to drive.</p> <p>Examples of Administrative Status: Prove Identity, Possible Fraud Licensed in Another State/Jurisdiction Reported Deceased Occupational License Cancelled</p>

HME THR ASMT: EXP:	HME THR ASMT: Hazardous Material Threat Assessment reflects the subject's assessment when they carry the H – Hazardous materials endorsement. Value will be Approved or Denied. If approved, the expiration date will be included.
CARD TYPE: DL #: 99999999 CLASS: C TYPE: DL EXPIR DATE: 01012014	CARD TYPE: (DL) for Driver License or (ID) for Identification Card <u>CLASS A</u> – Any combination of vehicles with a GCWR of 26,001 or more pounds provided the GVWR of the vehicle(s) being towed is in excess of 10,000 pounds. (Holders of a Class A license may, with any appropriate endorsements, operate all vehicles within Class B and C.) <u>CLASS B</u> – Any single vehicle with a GVWR of 26,001 or more pounds, or any such vehicle designed to transport 24 or more passengers including the driver. (Holders of a Class B license may, with any appropriate endorsements, operate all vehicles within Class C.) <u>CLASS C</u> – Any single vehicle or combination of vehicles that does not meet the definition of Class A or Class B as contained therein, but that either is designed to transport 16 or more passengers including the driver, or is placarded for hazardous materials. <u>CLASS M</u> – Any motorcycle or moped. Persons holding a CLASS B or C license may tow a farm trailer GVWR up to 20,001 lbs. COMMERCIAL DRIVER LICENSE (CDL) IS REQUIRED IF: The combination of vehicles if Gross Combination Weight Rating (GCWR) is 26,001 lbs. or more and the towed unit exceeds 10,000 lbs. Gross Vehicle Weight Rating (GVWR), or if towing unit GVWR is 26,001 lbs. or more. The single vehicle with GVWR of 26,001 lbs. or more. The Vehicle is designed to transport more than 16 passengers (including driver.) TYPE: CDL for Commercial Driver License, DL for Driver License EXPIR DATE: the date of expiration for the card.
RESTRICTIONS:	RESTRICTIONS: Lists the restrictions that the record holder must follow. Commonly used restrictions: A – with corrective lenses B – licensed operator in front seat C – daytime only F – must hold valid learner license to MM/DD/YY I – motor cycle not to exceed 250 cc K – moped N – ignition interlock required

ENDORSEMENTS :	ENDORSEMENTS: H - Hazardous materials: CDL only T - Double or triple trailer P - Passenger: CDL only S - School Bus: CDL only N - Tank Vehicle: CDL only X - Combination N and H: CDL only
CARD STATUS :	CARD STATUS: Card Status provides information about the Driver License, ID card or Occupational License. Card Status does not affect a person's eligibility to drive. Examples of Card Status: Verify Issue former state Revoked sex offender Voluntary surrender Voluntary surrender CSO Returned by post office Expired vision waiver Expired limb waiver Denied vision waiver Denied limb waiver Vision waiver needed Required downgrade
MRI: XXXXXXXXXX IN: NDLSxx XXXXXXXXXX AT DDMMYYYY HH:MM:SS OUT: XXXX 2 AT DDMMYYYY HH:MM:SS	MRI: Identifies the message that was sent or received IN: Mnemonic of the database responding to the query AT: Day\Month\Year Hour\Minute\Seconds OUT: Mnemonic of PC that received the query response AT: Day\Month\Year Hour\Minute\Seconds

Single Record History Response:

SEARCH ON 11111111
LAST NAME: TEST
1ST/MID/SFX: FIRST,MIDDLE,JR
DESCRIPTION: WHITE\MALE\07011966\6-01\272\BROWN\BLUE
SEX OFF: N COMM IMPED: N ORGAN DONOR: VISA EXP:
PHYSICAL ADD: 123 LIB TECH SUPP
CI/CO/ST/ZIP: TEST,TRAVIS,TEXAS,78155
MAILING ADD: P O BOX 9999
CI/ST/ZIP: TEST,TRAVIS,TEXAS,78155
REC STATUS: NOT ELIGIBLE
ADMIN STATUS:
HME THR ASMT: EXP:
CARD TYPE: DL #: 11111111 CLASS: A TYPE: CDL EXPIR DATE: 07272012
RESTRICTIONS: A WITH CORRECTIVE LENSES
ENDORSEMENTS: N TANK VEHICLE
CARD STATUS:

ENFORC ACTN: DISQUALIFIED - SUBSEQUENT CMV CONVICTION
STATUS: ACTIVE BEGIN DT: 03062009 END DT: 12319999 LIFT DT: STATE: TX

ENFORC ACTN: DEPT SUSPENSION - DWLI
STATUS: ACTIVE BEGIN DT: 02212009 END DT: 02202010 LIFT DT: STATE: TX

ENFORC ACTN: DISQUALIFIED - DWI - CMV AND/OR CDL
STATUS: ACTIVE BEGIN DT: 01302009 END DT: 01292010 LIFT DT: STATE: TX

ENFORC ACTN: SR SUSPENSION - MANDATORY CONVICTION
STATUS: ACTIVE BEGIN DT: 07122008 END DT: 12319999 LIFT DT: STATE: TX

ENFORC ACTN: MANDATORY SUSPENSION - INTOXICATION MANSLAUGHTER
STATUS: ACTIVE BEGIN DT: 07122008 END DT: 07122009 LIFT DT: STATE: TX

CONVICTION: INTOXICATION MANSLAUGHTER
OFF DT: 06102008 CONV DT: 05302008
OFFENSE LOC: ,CAMERON CMV: Y HAZMAT: N

CONVICTION: DRIVING WHILE INTOXICATED
OFF DT: 01012007 CONV DT: 01052007
OFFENSE LOC: TX,TRAVIS CMV: N HAZMAT: N

CONVICTION: UNSAFE CONDITION OF VEHICLE (NO SPECIFIED COMPONENT)
OFF DT: 08302006 CONV DT: 10172006
OFFENSE LOC: AL,,0640893338V0152867 CMV: Y HAZMAT: N

CONVICTION: DISREGARDED SIGNAL AT RAILROAD CROSSING
OFF DT: 05052006 CONV DT: 05152006
OFFENSE LOC: TX,TARRANT CMV: N HAZMAT: N

CRASH DT: 06092007 CRASH LOC: CRASH#: 12345
SEVERITY: FATAL CMV: Y HAZMAT: Y
***** END OF RECORD*****
MRI: XXXXXXXXXXXX IN: NDLSxx XXXXXXXXXXXX AT DDMMYYYY HH:MM:SS
OUT: XXXX 2 AT DDMMYYYY HH:MM:SS

Information found on Return:	Explanation:
SEARCH ON 11111111	Identifies the information used in the inquiry
LAST NAME: TEST	Last name of record holder
1ST/MID/SFX: FIRST,MIDDLE,JR	First/Middle/Suffix of record holder
DESCRIPTION: WHITE\MALE\07011966\6-01\272\BROWN\BLUE	Personal description of Record Holder: Race\Sex\DOB\Height\Weight\Hair color\Eye Color
SEX OFF: N COMM IMPED: N ORGAN DONOR: VISA EXP:	<p>SEX OFF: Indicates whether the subject is a convicted sex offender. This field will contain Y (Yes), N (No) or blank if unknown.</p> <p>COMM IMPED: Indicates whether the subject has a Communication Impediment. This field will contain Y (Yes), N (No) or blank if unknown. The information is currently being collected, so it may not be accurate at this time.</p> <p>ORGAN DONOR: Indicates whether the subject is an organ donor. This field will contain Y (Yes), N (No) or blank if unknown.</p> <p>VISA EXP: Indicates the date the subject's VISA expires.</p>
PHYSICAL ADD: 123 LIB TECH SUPP CI/CO/ST/ZIP: TEST,TRAVIS,TEXAS,78155 MAILING ADD: P O BOX 9999 CI/ST/ZIP: TEST,TRAVIS,TEXAS,78155	Physical and Mailing Address for Record Holder
REC STATUS: NOT ELIGIBLE	<p>REC STATUS: Indicates a person's eligibility to drive.</p> <p>Eligible – The subject is eligible to drive; there are no active enforcement actions. This record status does not indicate that the subject has a valid Driver License, only that they are eligible.</p> <p>Eligible Non CDL – Not Eligible CDL – The subject is eligible to drive non-commercial vehicles but currently is disqualified to have a Commercial Driver License</p> <p>Not Eligible – The subject is not eligible to drive and has an active enforcement action.</p>
ADMIN STATUS:	<p>ADMIN STATUS: Provides information about the driver, but does not have any effect on the person's eligibility to drive.</p> <p>Examples of Administrative Status:</p> <ul style="list-style-type: none"> Prove Identity, Possible Fraud Licensed in Another State/Jurisdiction Reported Deceased Occupational License Cancelled
HME THR ASMT: EXP:	HME THR ASMT: Indicates the subject's assessment when they carry the H – Hazardous materials endorsement. Value will be Approved or Denied. If approved, the expiration date will be included.

<p>CARD TYPE: DL #: 11111111 CLASS: A TYPE: CDL EXPIR DATE: 07272012</p>	<p>CARD TYPE: (DL) for Driver License or (ID) for Identification Card</p> <p><u>CLASS A</u> – Any combination of vehicles with a GCWR of 26,001 or more pounds provided the GVWR of the vehicle(s) being towed is in excess of 10,000 pounds. (Holders of a Class A license may, with any appropriate endorsements, operate all vehicles within Class B and C.)</p> <p><u>CLASS B</u> – Any single vehicle with a GVWR of 26,001 or more pounds, or any such vehicle designed to transport 24 or more passengers including the driver. (Holders of a Class B license may, with any appropriate endorsements, operate all vehicles within Class C.)</p> <p><u>CLASS C</u> – Any single vehicle, or combination of vehicles that does not meet the definition of Class A or Class B as contained therein, but that either is designed to transport 16 or more passengers including the driver, or is placarded for hazardous materials.</p> <p><u>CLASS M</u> – Any motorcycle or moped.</p> <p>Persons holding a CLASS B or C license may tow a farm trailer GVWR up to 20,001 lbs.</p> <p>COMMERCIAL DRIVER LICENSE (CDL) IS REQUIRED IF: The combination of vehicles if Gross Combination Weight Rating (GCWR) is 26,001 lbs. or more and the towed unit exceeds 10,000 lbs. Gross Vehicle Weight Rating (GVWR), or if towing unit GVWR is 26,001 lbs. or more. The single vehicle with GVWR of 26,001 lbs. or more. The Vehicle is designed to transport more than 16 passengers (including driver.)</p> <p>TYPE: CDL for Commercial Driver License, DL for Driver License</p> <p>EXPIR DATE: the date of expiration for the card.</p>
<p>RESTRICTIONS: A WITH CORRECTIVE LENSES</p>	<p>RESTRICTIONS: Lists the restrictions that the record holder must follow. Commonly used restrictions:</p> <ul style="list-style-type: none"> A – with corrective lenses B – licensed operator in front seat C – daytime only F – must hold valid learner license to MM/DD/YY I – motor cycle not to exceed 250 cc K – moped N – ignition interlock required
<p>ENDORSEMENTS: N TANK VEHICLE</p>	<p>ENDORSEMENTS:</p> <ul style="list-style-type: none"> H - Hazardous materials: CDL only T - Double or triple trailer P - Passenger: CDL only S - School Bus: CDL only N - Tank Vehicle: CDL only X - Combination N and H: CDL only

CARD STATUS:	<p>CARD STATUS: Provides information about the Driver License, ID card or Occupational License, not affect a person's eligibility to drive.</p> <p>Examples of Card Status:</p> <table> <tr> <td>Verify Issue former state</td><td>Expired vision waiver</td></tr> <tr> <td>Revoked sex offender</td><td>Denied vision waiver</td></tr> <tr> <td>Voluntary surrender</td><td>Vision waiver needed</td></tr> <tr> <td>Required downgrade</td><td>Denied limb waiver</td></tr> <tr> <td>Expired limb waiver</td><td>Returned by post office</td></tr> </table>	Verify Issue former state	Expired vision waiver	Revoked sex offender	Denied vision waiver	Voluntary surrender	Vision waiver needed	Required downgrade	Denied limb waiver	Expired limb waiver	Returned by post office
Verify Issue former state	Expired vision waiver										
Revoked sex offender	Denied vision waiver										
Voluntary surrender	Vision waiver needed										
Required downgrade	Denied limb waiver										
Expired limb waiver	Returned by post office										
ENFORC ACTN: DISQUALIFIED - SUBSEQUENT CMV CONVICTION STATUS: ACTIVE BEGIN DT: 03062009 END DT: 12319999 LIFT DT: STATE: TX	<p>ENFORC ACTN:</p> <ul style="list-style-type: none"> Describes an enforcement action, such as a driver license suspension, that has been imposed on the subject including the location (STATE) that the action was imposed. Together with the STATUS, ACTIVE BEGIN DT, END DT, and LIFT DT, this field will fully describe the enforcement action. The status will indicate whether a particular action is pending, active, lifted or expired. The begin date will indicate the date the enforcement action is to begin. The ending date for an enforcement action that contains the value "12-31-9999" indicates that the enforcement action is indefinite. Once the subject meets required compliances, the EA status will be updated and will be set to "lifted" and the lift date will be populated. It is important to note that certain driver license suspensions and other disqualification actions may be entered with pending beginning dates. For example, the police action for "Driving While License is Suspended" should not be taken prior to the effective date of the suspension. 										
CONVICTION: INTOXICATION MANSLAUGHTER OFF DT: 06102008 CONV DT: 05302008 OFFENSE LOC: CAMERON CMV: Y HAZMAT: N	<p>CONVICTION</p> <p>Conviction describes the subject's driving convictions including the offense date (OFF DT), conviction date (CONV DT), and location (OFFENSE LOC). CMV indicates whether the conviction occurred in a commercial vehicle and HAZMAT indicates if the conviction occurred while transporting hazardous materials.</p>										
CRASH DT: 06092007 CRASH LOC: CRASH#: 12345 SEVERITY: FATAL CMV: Y HAZMAT: Y	<p>CRASH</p> <p>Crash information describes the subject's accidents. Included are crash date (CRASH DT), crash location (CRASH LOC), crash number (CRASH#), and Severity (SEVERITY). CMV indicates whether the accident occurred in a commercial vehicle and HAZMAT indicates if the accident occurred while transporting hazardous materials.</p>										

Search Results Do Not Yield A Match:

SEARCH ON 99999999
OLN/99999999
NO RECORDS FOUND
MRI: XXXXXXXXXXXX IN: NDLSxx XXXXXXXX AT DDMMYYYY HH:MM:SS
OUT: XXXX 2 AT DDMMYYYY HH:MM:SS

Information found on Return:	Explanation:
SEARCH ON 99999999	Identifies the information used in the inquiry.
OLN/99999999	OLN: Operator License Number
NO RECORDS FOUND	No Records Found: Indicates there was no record found with the data used in the inquiry
MRI: XXXXXXXXXXXX IN: NDLSxx XXXXXXXX AT DDMMYYYY HH:MM:SS	MRI: Identifies the message that was sent or received IN: Mnemonic of the database responding to the query AT: Day\Month\Year Hour\Minute\Seconds
OUT: XXXX 2 AT DDMMYYYY HH:MM:SS	OUT: Mnemonic of PC that received the query response AT: Day\Month\Year Hour\Minute\Seconds

More Than 50 Search Results Are Present:

SEARCH ON TEST,HENRY
NAM/TEST,HENRY
OVER 50 MATCHING RECORDS FOUND
<THE FIRST 50 MATCHES WILL BE DISPLAYED>
MRI: XXXXXXXXXXXX IN: NDLSxx XXXXXXXX AT DDMMYYYY HH:MM:SS
OUT: XXXX 2 AT DDMMYYYY HH:MM:SS

Information found on Return:	Explanation:
SEARCH ON TEST, HENRY NAM/TEST,HENRY	Identifies the information used in the inquiry.
OVER 50 MATCHING RECORDS FOUND <THE FIRST 50 MATCHES WILL BE DISPLAYED>	Indicates there are over fifty matching records found.
MRI: XXXXXXXXXXXX IN: NDLSxx XXXXXXXX AT DDMMYYYY HH:MM:SS OUT: XXXX 2 AT DDMMYYYY HH:MM:SS	MRI: Identifies the message that was sent or received IN: Mnemonic of the database responding to the query AT: Day\Month\Year Hour\Minute\Seconds OUT: Mnemonic of PC that received the query response AT: Day\Month\Year Hour\Minute\Seconds

When inquiries are unsuccessful, an administrative message may be sent to Driver License Division Communications at mnemonic address LIVI.

Search Results Yield Multiple Matches:

SEARCH ON TEST,JANET
 LAST NAME: TEST
 FIRST/MIDDLE: JANET ANN
 CARD NUMBER: 99999999 DOB: 1957-08-01
 CITY: AUSTIN
 LAST NAME: TEST
 FIRST/MIDDLE: JANET SUE
 CARD NUMBER: 88888888 DOB: 1954-01-01
 CITY: DALLAS
 LAST NAME: TEST
 FIRST/MIDDLE: JANET MARIE
 CARD NUMBER: 77777777 DOB: 1960-11-01
 CITY: HOUSTON
 MRI: XXXXXXXXXXXX IN: NDLSxx XXXXXXXX AT DDMMYYYY HH:MM:SS
 OUT: XXXX 2 AT DDMMYYYY HH:MM:SS

Information found on Return:	Explanation:
SEARCH ON TEST,JANET	Identifies the information used in the inquiry.
LAST NAME: TEST FIRST/MIDDLE: JANET ANN CARD NUMBER: 99999999 DOB: 1957-08-01 CITY: AUSTIN	LAST NAME: Last name of a potential record holder FIRST/MIDDLE: First name of a potential record holder CARD NUMBER: ID or DL number that is associated with a potential record holder DOB: Date of birth of potential record holder. CITY: City of residence that the potential record holder has listed on their ID or DL
LAST NAME: TEST FIRST/MIDDLE: JANET SUE CARD NUMBER: 88888888 DOB: 1954-01-01 CITY: DALLAS	LAST NAME: Last name of a potential record holder FIRST/MIDDLE: First name of a potential record holder CARD NUMBER: ID or DL number that is associated with a potential record holder DOB: Date of birth of potential record holder. CITY: City of residence that the potential record holder has listed on their ID or DL
LAST NAME: TEST FIRST/MIDDLE: JANET MARIE CARD NUMBER: 77777777 DOB: 1960-11-01 CITY: HOUSTON	LAST NAME: Last name of a potential record holder FIRST/MIDDLE: First name of a potential record holder CARD NUMBER: ID or DL number that is associated with a potential record holder DOB: Date of birth of potential record holder. CITY: City of residence that the potential record holder has listed on their ID or DL
MRI: XXXXXXXXXXXX IN: NDLSxx XXXXXXXX AT DDMMYYYY HH:MM:SS OUT: XXXX 2 AT DDMMYYYY HH:MM:SS	MRI: Identifies the message that was sent or received IN: Mnemonic of the database responding to the query AT: Day\Month\Year Hour\Minute\Seconds OUT: Mnemonic of PC that received the query response AT: Day\Month\Year Hour\Minute\Seconds

Driver License Photo Returns

Law Enforcement agencies have the capability to obtain Texas driver license photos. The ORI for the requesting agency must end in a numeric or N, E, or A to be able to obtain DL photos through TLETS. This includes agencies in Texas as well as agencies out-of-state that request DL photos through Nlets.

The Texas Department of Public Safety believes that the use of driver license photos is important to law enforcement officers in the performance of their duties. Driver license photos are considered personal information and protected by both state and federal laws. They may only be used for criminal justice purposes and may not be disseminated to any unauthorized personnel. Driver License inquiries requesting photos must contain Image Request (IMG), Reason (RSN) and Email (EML) of the requestor.

Driver License Photos

Most Driver License transactions support retrieval of driver license photos. TLETS allows operators to request photos from both other states and from the Texas Driver License System. For Texas driver photos, the most recent photo associated with the Driver License or Texas ID will be returned when the photo has been appropriately requested and is on file.

Only law enforcement agencies may receive driver photos at this time. This is managed by the TLETS message broker that validates the ORI ends in a numeric character, "N", "A" or "E". Driver photos are not available on any transaction by name only. The minimum information needed to obtain the driver photo is NAM and DOB or OLN along with the image request (IMQ), a reason code (RSN) and the email (EML) address of the requestor. DLS will provide a photo through TLETS when there is only one record associated with the inquiry parameters

Driver photos are to be used as a name-based tool to assist the law enforcement agency when encountering individuals that are not carrying photo identification. They are considered sensitive information and should be handled with the same care as any other information that is provided through TLETS. This information should not be disseminated to criminal justice agencies that are not law enforcement. Driver record information is personal information protected as described by the Statutes as previously discussed and violations can result in civil and criminal penalties.

Driver License Image Retrieval

The Driver License Image Retrieval (DLIR) system assists law enforcement agencies by making it possible to view the latest digital image of an individual with a Texas driver license or identification card, via the internet, in support of a law enforcement investigation. The DLIR system is offered to federal, state and local law enforcement agencies, at no charge. Authorized users of the DLIR system can retrieve an image by record number or search on last name and physical identifiers. Each agency obtains access to the DLIR system by submitting a User Agreement for the agency and an Image Retrieval Security Request form for each commissioned officer or investigative support person that will use the system.

Please check within your individual agency to determine if this system is currently being utilized. If no agreement is in place, contact the Driver License Image Retrieval Administrator at cynthia.allison@dps.texas.gov to set up your agencies access to DLIR.

SEARCH ON 33452661,Y,TENAW8TXDPS.STATE.TX.US,C


NAME: TEST, TEST
DESCRIPTION: HISPANIC\FEMALE\11041980\5-10\110\BLONDE\BLUE
SEX OFF: COMM IMPED: ORGAN DONOR: N VISA EXP:
PHYSICAL ADD: 5805 N LAMAR
CI/CO/ST/ZIP: AUSTIN,ANDREWS,TEXAS,78752, UNITED STATES
MAILING ADD: 5805 N LAMAR
CI/ST/ZIP: AUSTIN,TEXAS,78752, UNITED STATES
REC STATUS: NOT ELIGIBLE
ADMIN STATUS:
CARD STATUS:
HME THR ASMT: EXP:
CARD TYPE: DL #: 34292450 CLASS: C TYPE: DL EXPIR DATE: 11042016
CARD TYPE: ID #: 33452661 EXPIR DATE: 11042007
RESTRICTIONS:
ENDORSEMENTS:
IMG/IDENTIFYING IMAGE



***** END OF RECORD*****
MRI: 2618996 IN: NDLS 12 AT 28MAR2011 09:04:21
OUT: TWYX 9 AT 28MAR2011 09:04:21

Information found on Return:	Explanation:
SEARCH ON: 33452661,Y,TENAW@DPS.TEXAS.GOV, C	33452661: Driver license number used in inquiry Y: Image Request (Field must be populated with Y) C: The reason for the inquiry When requesting an Image the user must select the proper reason code used in the inquiry. These include: J – Criminal Justice Employment C – Criminal Justice Purposes D – Domestic/Violence Stalking E – Employee and Licensing F – Firearms Sales and Returns S – National Security
NAME: TEST, MARY JO	Last Name, First Name used on the record inquiry
DESCRIPTION: WHITE\FEMALE\11041980\5-10\110\BLONDE\BLUE	Personal description on Record Holder: Race\Sex\DOB\Height\Weight\Hair Color\Eye Color
SEX OFF: COMM IMPED: ORGAN DONOR:N VISA EXP:	SEX OFF: Indicates whether the subject is a convicted sex offender. This field will contain Y (Yes), N (No) or blank if unknown. COMM IMPED: Indicates whether the subject has a Communication Impediment. This field will contain Y (Yes), N (No) or blank if unknown. The information is currently being collected, so it may not be accurate at this time. ORGAN DONOR: Indicates whether the subject is an organ donor. This field will contain Y (Yes), N (No) or blank if unknown. VISA EXP: Indicates the date the subject's VISA expires.
PHYSICAL ADD: 5805 N LAMAR CI/CO/ST/ZIP: 5805 N LAMAR AUSTIN,ANDREWS,TEXAS,78752,UNITED STATES MAILING ADD: 5805 N LAMAR CI/STATE/ZIP: AUSTIN,TEXAS 78752, UNITED STATES	Physical and Mailing Address for Record Holder
REC STATUS: NOT ELIGIBLE	REC STATUS: Indicates a person's eligibility to drive. Eligible – The subject is eligible to drive; there are no active enforcement actions. This record status does not indicate that the subject has a valid Driver License, only that they are eligible. Eligible Non CDL – Not Eligible CDL – The subject is eligible to drive non-commercial vehicles but currently is disqualified to have a Commercial Driver License Not Eligible – The subject is not eligible to drive and has an active enforcement action.

ADMIN STATUS:	ADMIN STATUS: Administrative Status provides information about the driver, but does not have any effect on the person's eligibility to drive. Examples of Administrative Status: Prove Identity, Possible Fraud Licensed in Another State/Jurisdiction Reported Deceased Occupational License Cancelled
CARD STATUS:	CARD STATUS: Provides information about the Driver License, ID card or Occupational License, not affect a person's eligibility to drive. Examples of Card Status: Verify Issue former state Revoked Sex Offender Voluntary Surrender Returned by Post Office Expired vision waiver Expired limb waiver Denied vision waiver Denied limb waiver Vision waiver needed Required Downgrade
HME THR ASMT: EXP:	HME THR ASMT: Hazardous Material Threat Assessment reflects the subject's assessment when they carry the H – Hazardous materials endorsement. Value will be Approved or Denied. If approved, the expiration date will be included.
CARD TYPE: DL #: 34292450 CLASS: C TYPE: DL EXPIR DATE: 11042016 CARD TYPE: ID #: 33452661 EXPIR DATE: 11042007	CARD TYPE: (DL) for Driver License or (ID) for Identification Card <u>CLASS A</u> – Any combination of vehicles with a GCWR of 26,001 or more pounds provided the GVWR of the vehicle(s) being towed is in excess of 10,000 pounds. (Holders of a Class A license may, with any appropriate endorsements, operate all vehicles within Class B and C.) <u>CLASS B</u> – Any single vehicle with a GVWR of 26,001 or more pounds, or any such vehicle designed to transport 24 or more passengers including the driver. (Holders of a Class B license may, with any appropriate endorsements, operate all vehicles within Class C.) <u>CLASS C</u> – Any single vehicle or combination of vehicles that does not meet the definition of Class A or Class B as contained therein, but that either is designed to transport 16 or more passengers including the driver, or is placarded for hazardous materials. <u>CLASS M</u> – Any motorcycle or moped. Persons holding a CLASS B or C license may tow a farm trailer GVWR up to 20,001 lbs.

	<p>COMMERCIAL DRIVER LICENSE (CDL) IS REQUIRED IF:</p> <p>The combination of vehicles if Gross Combination Weight Rating (GCWR) is 26,001 lbs. or more and the towed unit exceeds 10,000 lbs. Gross Vehicle Weight Rating (GVWR), or if towing unit GVWR is 26,001 lbs. or more.</p> <p>The single vehicle with GVWR of 26,001 lbs. or more.</p> <p>The Vehicle is designed to transport more than 16 passengers (including driver.)</p> <p>TYPE: CDL for Commercial Driver License, DL for Driver License</p> <p>EXPIR DATE: the date of expiration for the card.</p>
RESTRICTIONS :	<p>RESTRICTIONS:</p> <p>Lists the restrictions that the record holder must follow.</p> <p>Commonly used restrictions:</p> <ul style="list-style-type: none"> A – with corrective lenses B – licensed operator in Front Seat C – Daytime only F – Must hold valid learner lic to MM/DD/YY I – MC not to exceed 250 cc K – Moped N – Ignition Interlock required
ENDORSEMENTS :	<p>ENDORSEMENTS:</p> <ul style="list-style-type: none"> H - Hazardous materials: CDL only T - Double or triple trailer P - Passenger: CDL only S - School Bus: CDL only N - Tank Vehicle: CDL only X - Combination N and H: CDL only
IMG/IDENTIFYING IMAGE:	
<p>MRI: 2618996 IN: NDLS 12 AT 28MAR2011 09:04:21</p> <p>OUT: TWFX 9 AT 28 MAR2011 09:04:21</p>	<p>MRI: Identifies the message that was sent or received</p> <p>IN: Mnemonic of the database responding to the query</p> <p>AT: Day\Month\Year Hour\Minute\Seconds</p> <p>OUT: Mnemonic of PC that received the query response</p> <p>AT: Day\Month\Year Hour\Minute\Seconds</p>

Manual DL Requests

Manual driver license requests are available when online information is unavailable, not clear or contains errors. Requests are available Monday through Friday from 7:30 am to 5:00 pm. Routine manual search requests are usually processed within two hours. To request a manual driver license check send an administrative message to mnemonic **LIVI** addressed to DPS Austin Attention: DLD

DLD Driver Improvement Bureau (DIB) provides certified copies of driver license records and suspension status verification. Requests are available Monday through Friday from 7:30 am to 5:00 pm. To request certified copies of driver license records and verification of suspension status send an administrative message to mnemonic DIC1 addressed to DPS Austin Attention: DIB.

DLD Manual Services assists with misdemeanor investigations by providing driver license photos and other documentation, such as original DL applications. Contact 512-424-2234 for additional information. Fax requests to 512-424-5982. Indicate on agency letterhead the following information:

- Reason for Request
- Agency Name and ORI
- Requestor's Name, Title, ID or Badge Number
- Subject's Name, DOB, OLN, SOC
- Classification: Misdemeanor, Felony, Identification Only
- Method of Returning Results: Mail Email, FAX

The TXDPS Joint Crime Information Center (TXJCIC) provides information to law enforcement agencies via email or phone. Formerly known as the DPS Fusion Center, they assist with both misdemeanor and felony investigations by providing photos and other documentation. Requests should be sent to TXJCIC@dps.texas.gov or 512-424-7981 with the following information:

- Requestor Name, Agency, Title, Badge Number
- Type of investigation
- Case Number
- Subject's Name, DOB, OLN, SOC

Nlets Driver License Inquiries

TLETS operators can obtain driver license status and history information from other states through Nlets. Nlets also supports a check on Diplomatic Driver Licenses, Commercial Driver Licenses, and the Mexican Federal License Information System (LIFIS).

Query Driver Status By Name or OLN (DQ)

Agency/Case Data

- Originating Agency Code (ORI)
- Destinations (DST)

Person Data

- Name (NAM)
- Sex (SEX)
- Date of Birth (DOB)
- License Number (OLN)
- Image Request (IMQ)
- Reason (RSN)
- Email Address (EML)
- Commercial License (CDL)

Mexican Federal Commercial Driver License Data

- License Number (OLN)

Special Options

- Control Field (CTL)

Not all states use these abbreviations. States may return the subject's name, address, physical description, license number, license type, restrictions and current status. The following abbreviations will assist the user in reading responses from Nlets out of state driver license responses:

Prefix	Definition
NAM	Name
RAC	Race
SEX	Sex
HGT	Height
WGT	Weight
HAI	Hair Color
EYE	Eye Color
SOC	Social Security Number
OLN	Driver License Number
OLT	Type Of License
EXP	Expiration Date
REST	Restrictions On License
STATUS	Current Status Of License

Diplomatic Driver License

The U.S. Department of State is responsible for issuing driver licenses to all diplomatic or consular personnel and their dependents that reside in the United States. Diplomatic driver record information is obtained through the Nlets Driver Inquiry transaction with the destination code US.

Commercial Driver License

Through partnership with Nlets, the Federal Motor Carrier Safety Administration (FMCSA) provides access to commercial driver license (CDL) information housed at American Association of Motor Vehicle Administrators (AAMVA). This information is particularly useful to obtain CDL status regarding carrier drivers from states that do not provide CDL information in their returns. DPS has opted to allow operators to request CDL status from each state using the DQ, DL, RSDW, RSDWW, and QUERY Forms. FMCSA does not support the KQ format. Agencies are encouraged to request this additional information when a subject is operating a commercial vehicle.

Mexican Federal License (Licencia) Information System (LIFIS)

The United States recognizes the commercial driver license issued by the Secretary of Communication and Transportation (Secretaría de Comunicaciones y Transportes - SCT). The federal driver license (Licencia Federal de Conductor) is comparable to a US issued commercial driver license (CDL). It is likely that Texas enforcement officers will encounter Mexican drivers with a Federal License (Licencia Federal) legally operating a commercial motor vehicle (CMV) in the US. Such operations should comply with all safety and other requirements, including driver licensing, fuel taxes, registration taxes, vehicle safety.

The Licencia Federal Information System (LIFIS) responds to the Nlets driver license queries (DQ) using the POE of code **MX**. The LIFIS database currently only responds to requests using the operator license number (OLN). Inquiries by name and date of birth and/or driver history (KQ) inquiries into LIFIS could be supported in the future.

Mexican state issued driver license are **NOT** valid for operating a CMV in the United States and will not return a response for an inquiry through Nlets.

Refer to the schematic below for field location on the on the Federal License.

SECRETARIA DE COMUNICACIONES Y TRANSPORTES	
CATEGORIA	"BC"
LICENCIA FEDERAL DE CONDUCTOR	
NOMBRE (NAME)	<div style="border: 1px solid black; width: 100px; height: 100px; margin: 0 auto;">PHOTO</div>
DOMICILIO (ADDRESS)	
LIC. NO <u>DE102041</u>	
R.F.C. _____	
EXP REF	VENC

LIFIS Response Information

Date of Birth

There is no date of birth field visible on the Federal Driver License (Licencia Federal de Conductor). Date of birth information is included as the first six numbers in the **RFC** field at the bottom right of the license. The six numbers that indicate birth date are displayed as year-month-day. Three additional numbers in the RFC field are used as tiebreakers to ensure the uniqueness of the license.

Federal License Categories (Catagorias Of Licencia Federal)

There are 6 categories issued by the Secretary of Communication and Transportation. These categories do not correspond to CDL licenses issued in the United States.

Class	Definition
A	Authorizes holder to operate all sizes of passenger buses. The bus can carry mixed cargo (under the bus) but not placard-able amounts of hazardous material. This roughly compares to a US class B CDL with a passenger endorsement. A limited number of this categoria were previously issued to airport and seaport taxi drivers, but with a restriction on the back of the license to 12 passenger maximum.
B	Authorizes holder to operate all commercial freight trucks and combinations, including carrying placard-able amounts of hazardous materials. This is roughly comparable to a US class A CDL with endorsements for tank and double/triples.
C	Authorizes holder to operate commercial straight freight trucks (with maximum of 3 axles, including any trailer axle) excluding hazardous materials. This roughly compares to a US class B CDL with a tank endorsement.
D	There is no comparable CDL definition. Authorizes holder to operate automobiles and small buses which do not exceed 7,716 pounds (3500 kg) or have a capacity to carry more than 13 passengers (including the driver who also serves as a tour guide) for purposes of tourism.
E	Authorizes holder to operate any type of freight truck, including combination vehicles and includes carrying placard-able amounts of hazardous materials. This is roughly comparable to a US class A CDL with endorsements for hazardous materials, tank and double/triples.
F	Taxi drivers operating from any airport or seaport in Mexico. This is because airports and seaports are federal and require a federal license similar to driving a commercial vehicle on a federal road.

LIC No. (Operator License Number)

The combination of license number and category in a LIFIS inquiry is equivalent to the OLN field in an inquiry of a US commercial license number. The inquiry must include the LIC number from the card along with the category in the OLN field of the inquiry. LIC numbers begin with alpha characters, which must be included as shown on the license. If there is more than one category on the document, users can make separate inquiries for each category or include more than one category as part of the inquiry number. Multiple categories must be entered at the end of the LIC number without spaces.

Expiration Date

The Expiration (**VENC**) field (found on the lower right corner of license) indicates the date of expiration of the document in day-month-year order. When the document expires, a new document is issued; the new document indicates the driver now has been issued his or her second 10-year document by placing the letter “W” in front of the existing letters as the beginning of the license number. Similarly, the next license issued begins with an “X” indicating that license document is for a driver with over 20 years since the original Federal License was issued to that driver.

Date of Issue

The Date of Issue is listed as **EXP**, not the expiration date. The EXP field is shown in day – month – year order.

Restrictions

The top back of the license has a series of preprinted boxes. The pre-printed restriction box labeled “Eye Glasses” (LENTES) is applicable to operating a CMV in the United States. If the eye glasses (LENTES) box contains the word “Yes” (SI), the driver must be wearing corrective lenses to operate a CMV. Other preprinted restrictions could be marked and these could provide useful medical conditions of the driver, should they be involved in an accident. If the driver is restricted to operating a CMV in Mexico, the restriction would be documented in the large comment field labeled “Observations” (Observaciones). Federal Licenses are manually typed in field offices around Mexico; restriction phrases in the Observation Field are not standardized. It is expected this restriction phrase will be standardized when license issuance is computerized in Mexico.

Licenses not in the database at the time of the inquiry will be updated within 15 days to show the outcome of the verification. Status information will be returned on any subsequent Nlets checks.

Nlets responses from LIFIS use the following status indicators:

- If the license information is not in the database at the time of the initial inquiry, the status will indicate this by using the word CHECKING. This means the current status is being obtained from Mexico;
- If the license information was previously added, then the current status of the Federal License will be returned. Possible status responses include VALID, EXPIRED, DISQUALIFIED, NOT ISSUED;
- If Mexico has not responded within 15 days, the status returned will be ASSUMED NOT ISSUED.

For the Federal License to be valid to operate a CMV in the US the holder must either have received a new license document issued in the last two years or their license document must have been re-validated for all subsequent years.

The re-validation is indicated by an embossment(s) in the REF field, located in the lower middle part of the license. If the embossments in the REF field do not indicate the license has been re-validated for each of the two year periods up to and including the date when a user inspects the document, the driver is not currently valid to be operating a CMV. To assist users with determining if the driver has obtained the required two year re-validation, LIFIS responses spell out the word EXPIRES to make it explicit when the current permission to drive a CMV expires.

The address returned by LIFIS is for the official record-keeping city and state (where the license was originally issued). The Mexican licensing office listed by address in a LIFIS return is responsible for maintaining the permanent licensing file of the driver. Mexican national drivers who have moved from the original city of license can be traced through the original licensing office.

Additional information is available from Nlets by using the Nlets Help Files. In OMNIXX, use transaction code **NHF** to access Nlets Help. Information can also be obtained through the Federal Motor Carrier Safety Administration, by calling the toll free number **800-528-4020**.

Nlets Driver History Transactions

The Nlets Driver History Transaction (KQ) provides optional fields of ATN and PUR. It is recommended that law enforcement use these fields to document the requestor and the reason for the inquiry should any question come up in the future.

Driver License Query History (KQ)

Agency/Case Data

- Originating Agency Code (ORI)
- Nlets Destination Code
- Attention of Recipient (ATN)
- *Purpose Code (PUR)*

Person Data

- Name (NAM)
- Sex (SEX)
- *Date of Birth (DOB)*
- License Number (OLN)
- *Image Request (IMQ)*
- *Reason (RSN)*
- *Email Address (EML)*
- *Commercial License (CDL)*

Special Options

- Control Field (CTL)

Nlets Driver License Inquiry by Name Only

Nlets agencies can search other state driver license databases with a name only inquiry. Responses will return possible matches. Not all state driver license databases support a name only search. To receive updated information use the Nlets help transaction form NHF and select NLNOQHELP.

Driver License Search (DNQ)

Agency/Case Data

- Originating Agency Code (ORI)
- Nlets Destination Code
- Next Page of Group (NXT)

Driver License Data

- Name (NAM)
- Sex (SEX)
- Age (AGE)
- City (CTY)
- County (COU)

Special Options

- Control Field (CTL)

Nlets Manual Driver License Checks

Use the Nlets help files (send AM transaction to XXOLNHELP where XX is the State POE code) to get detailed information on a state's manual check process. Manual checks are requested by sending an administrative message to XXOLN0000.

Section 4: Vehicle Registration and Permit Inquiries

By the end of this training session, the student will be able to:

- Identify the types of vehicle registration inquiries available through TLETS and Nlets.
- Compare the different information that is included in each type of vehicle registration return.
- Describe the process to check temporary permits.
- Locate the Nlets state vehicle registration help file.
- Explain the procedure for requesting a manual vehicle registration inquiry from Nlets.
- Summarize the Financial Responsibility Verification Program inquiry process.
- Compare the information included in Financial Responsibility Verification Program inquiry return.

Vehicle Registration and Permits

Registration information for vehicles titled in Texas is available through TLETS from the Texas Department of Motor Vehicles (TXDMV) Registration and Title System (RTS). Registration for vehicles registered in **other states** is available through **Nlets**.

Vehicle registration information obtained from the TLETS and Nlets systems is to be used for criminal justice and law enforcement purposes only and shall not be disseminated to the public. **It is not to be used in the collection of parking tickets or taxes.**

Vehicle registration information from other states may not be classified as public record information. Any non-criminal justice agency or person requesting instructions to obtain registration information from another state should contact the vehicle licensing agency of that state.

Non-Law Enforcement Access to TXDMV

The Texas Department of Motor Vehicles (TXDMV) allows individuals or companies to establish a motor vehicle inquiry account that allows for access through the Internet via a secure website. This would include: Auto dealers, auto auction, wrecker services, salvage yards, insurance companies, bank, credit unions, title services, and collection agencies, city/county municipalities that have code enforcement, university, colleges and private investigators.

The Federal Driver's Privacy Protection Act governs the release and use of personal data contained in the RTS database and provides for civil and criminal penalties for non-compliance with the law. The RTS database contains important, secure personal data concerning vehicle owners that is privacy protected by law and must be treated in a confidential manner.

For further information go to: <https://mvdinet.txdmv.gov/>

Vehicle Registration information obtained through TLETS **may not** be released to private citizens for any reason.

DMV is allowed by law to disclose personal information if an individual:

- Has written consent from the person who is the subject of the request
- Certifies the information will be used for a lawful, legitimate purpose

To request personal information, citizens complete a [Request for Texas Motor Vehicle Information](#) (VTR-275) form and certify the information will be used for a lawful, permitted purpose. Information can be found on the [DMV website](#) - <http://www.txdmv.gov/>

Texas Vehicle Registration (REG)

Vehicle registration information is available through TLETS from the Texas Department of Motor Vehicles (TXDMV) for vehicles titled in Texas through the Registration and Title System (RTS). TLETS users are allowed a maximum of five (5) inquiries in a single transmission. RTS provides information from several data sources:

- Vehicle Registration
- Dealer Plates
- Temporary e-Tags
- Plate with Owner
- Persons with Disabilities Vehicle Parking Placard

REG Transaction (REG)

Agency/Case Data

- Originating Agency Code (ORI)

Record Identifying Data

- Registration Type (RGT)
- Financial Responsibility Type (FRT)
- License Plate (LIC)
- Year (LIY)
- Vehicle ID Number (VIN)
- Placard (PLCD)

Special Options

- Control Field (CTL)

REG Transaction Returns

No Record Response Example

R 09 ABC1234 RESPONSE- NO RECORD RTS DATABASE
--

When no record is found, TXDMV has searched all possible data sources and there is no matching information for the search criteria.

Basic & Enhanced Basic Inquiry Return

- Expiration Date
- Current and Previous License Plate Numbers
- Year, Make, Body Style
- VIN and Color of The Vehicle
- Current Owner Name and Address
- Notation of a Lien If Recorded
- Remarks

Basic & Enhanced Basic Inquiry Response Example

```
R-JUL/14 LIC ABC1234,OLD # ABC1234
13,HOND,2D,1XPRC8RW5JD5468435, COLOR: BLK
JOHN Q PUBLIC, JANE I PUBLIC,114 ANYWHERE BLVD,
HOTDOG,TX,71578
LIEN RECORDED
ACTUAL MILEAGE.DATE OF ASSIGNMENT:2012/08/13.E-TITLE.
MRI: 14981022 IN: MVD 126302 AT 07JAN2014 16:37:20
OUT: M222 6 AT 07JAN2014 16:37:20
```

Complete Inquiry Return

- Current License Number
- Expiration Date of License
- Estimated Weight of Vehicle
- Gross Weight
- Type of License Plate
- Validation Sticker, If Available
- Registration Class and Fee
- Title Number; Issue Date of Title
- Year, Make, Body Style
- VIN, And Color of the Vehicle
- Type of Vehicle
- Previous Owner and Address
- Current Owner Name and Address
- Lien Holder and Lien Holder's Address
- Plate Age
- Remarks

Complete Response Example

```
LIC ABC1234 EXPIRES JUL/14 EWT 3000 GWT 3000
PASSENGER-TRUCK PLT, STKR REG CLASS 02 $ 64.25
TITLE 74638581141084943 ISSUED 07/09/13 ODOMETER 12
13 HOND 2D 1XPRC8RW5JD5468435 PASS COLOR: BLK
PREVIOUS OWNER BUCKY BEAVER DODGE, DAMM,TX
OWNER JOHN Q PUBLIC,ID#=N/A,JANE I PUBLIC,
114 ANYWHERE BLVD HOTDOG, TX 71578
LIEN 07/09/13 IMA BANK,PO BOX 63487,FINANCIAL,CA 47589
PLATE AGE: 1
REMARKS ACTUAL MILEAGE.DATE OF ASSIGNMENT:2012/08/13.E-TITLE.
MRI: 15009429 IN: MVD 129201 AT 07JAN2014 16:51:44
OUT: M222 8 AT 07JAN2014 16:51:44
```

All Enhanced Complete Inquiry Return

- Current License Number
- Expiration Date of License
- Previous License Number
- Estimated Weight of Vehicle
- Gross Weight
- Type of License Plate
- Validation Sticker, If Available
- Registration Class and Fee
- County Of Registration
- Registration Date
- Title Number; Issue Date of Title
- Year, Make, Body Style
- VIN, And Color of the Vehicle
- Type of Vehicle
- Vehicle Sales Price
- Previous Owner and Address
- Current Owner Name, Social Security Number (If Available) and Address
- Lien Holder and Lien Holder's Address
- Plate Age
- Date and Description of Last Activity
- Remarks

All – Enhanced Complete Response Example

```
LIC ABC1234 JUL/2014 OLD # DEF5876 JUL/2013 EWT 3000 GWT 3000
PASSENGER-TRUCK PLT, STKR REG CLASS 02 $ 84.25 BRAVO CNTY
TITLE 74638581141084943 ISSUED 07/09/13 ODOMETER 12 REG DT 08/08/2013
2013,HOND,,2D, 1XPRC8RW5JD5468435,PASS,COLOR: BLK, PRICE $ 19249.00
PREV OWN BUCKY BEAVER DODGE,DAMM, TX
OWNER JOHN Q PUBLIC,ID#=N/A,JANE I PUBLIC,
114 ANYWHERE BLVD HOTDOG, TX 71578
RNWL RCP ,1620 CENTER DR,,MUSTARD,TX, 74585
LIEN 07/19/2013, IMA BANK,PO BOX 63487,FINANCIAL,CA 47589

PLATE AGE: 1 LAST ACTIVITY 07/17/2013 RENEW OFC: 227
REMARKS ACTUAL MILEAGE.DATE OF ASSIGNMENT:2012/08/13.E-TITLE.
MRI: 14416304 IN: MVD 70320 AT 07JAN2014 12:00:54
OUT: M222 2 AT 07JAN2014 12:00:54
```

Vehicle Registration Information

Registration information on most plates, including multi-year license plates (plates with window validation stickers), non-dealer license plates, and other annual plates such as combination plates, is available until the registration expires. Additional registration information may be found in DMV's Inactive and Archive files.

Personalized license plates are issued to individuals, not vehicles. RTS maintains registration information for 60 days past the plate expiration date. A personalized license plate should be inquired by the year of expiration displayed on the window validation sticker. If the DMV has not received notification from a county tax office concerning which vehicle has been issued the personalized plate, the return defaults to the name and address of the individual the plate was issued to.

While the license year (LIY) is a required field when requesting vehicle registration information by plate number, it is not used to obtain the records or returning the response. When multiple results are received, the responses are received consecutively by the most recent registration.

No Record Response

If a "NO RECORD" response is received and the VIN is for a vehicle manufactured prior to 1991 a manual check of the VTR purged microfiche records may be needed. The make and year of the vehicle must be included with the manual check request. If the VIN is for a vehicle manufactured after 1991, the NICB (National Insurance Crime Bureau) database through Nlets using Message Key NAQ can be used to obtain additional information.

Voided License Response

An inquiry by license plate number may result in a "VOIDED LICENSE" response. This response occurs when a license plate has been returned to a DMV VTR regional office, most often from a wrecking yard, and should not be displayed on a vehicle. In this case, the manual check may be requested by license plate number. Include a statement that the TLETS inquiry response for that plate number indicates an invalid registration.

RTS Remarks

The RTS response often includes brief remarks, occasionally including the date the remark was entered.

TXDMV Registration Records

Most comments in the Texas registration returns will be regarding titling and licensing ONLY. TLETS users should pay attention to the comment: "VERIFY**** STOLEN****TCIC BY VIN" .

The Texas DPS updates the stolen remarks in the DMV computer weekly. Several days could pass before the stolen vehicle remark is removed from the DMV record due to a recovery. Be sure to inquire into the TCIC/NCIC databases using transaction code 'QV' to check and verify stolen status on a vehicle with the originating agency **before** initiating any action.

If the remark remains on the DMV record for more than five days following the record being cleared from the TCIC/NCIC database by the entering agency, the inquiring agency should contact AUSTIN DPS CRIME RECORDS SERVICE (TCIC) at mnemonic address CRDP. **DO NOT** send messages requesting removal of these stolen records until five days have passed from the date the record was cleared from the TCIC/NCIC database.

Plate with Owner

Vehicle dealers are required to remove license plates and registration stickers from passenger cars and trucks purchased or received in trade. When a customer sells and then purchases another vehicle from the same dealer, the dealer is expected to make an offer to transfer the plates to the customer's new vehicle. By keeping the license plate number assigned to an individual, law enforcement and homeland security should be able to more easily trace the license plate number to the authorized owner(s) assigned the license plate number.

In private sales, the seller has the option of removing the vehicle license plate from the vehicle being sold. DMV highly recommends that the seller retain the plates of their vehicle and transfer them to another seller-owned vehicle or destroy the license plates. The idea is that when license plates remain with the same person throughout the lifetime of the license plate, the chance that a vehicle is misidentified in active law enforcement investigations is reduced substantially.

In a "plate-with-owner" situation, the DMV response will reflect whether the plate is:

- Reassigned to another vehicle
- Not successfully reassigned to another vehicle

If no new assignment of the plate has occurred, the operator of the vehicle should be able to present proof that the vehicle is legally registered. When license plates have been removed from the vehicle and the dealer or owner has completely followed through the assignment of the plates to another vehicle registration and RTS has been updated, the response will contain the plate-to-owner as well as the vehicle registration. In this case, the actual registration information will vary depending on whether the request was a Basic, Enhanced Basic, Complete or All – Enhanced Complete.

Plate with Owner Return

```
SELECTION REQUEST: VIN 1P3ES27CXTD648146

LICENSE PLATE: 279WWT VALID:2008/10/25 00:00:00-- 0/ 0/ 0 0: 0: 0

PREVIOUS VEHICLE INFORMATION:
YR:1996 MAK:PLYMOUTH MODL:NEO STYL:4D
SEDAN
VIN: 1P3ES27CXTD648146 TITLE 15000039571120305
LICENSE PLATE STATUS: PLATE WITH OWNER
PLATE OWNER: DAFFY DUCK,1103 DISNEYLAND,CALIFORNIA,90643
REMARKS: ADDITIONAL RTS REGISTRATION AVAILABLE

Second output: Previous RTS registration information.
LIC 279WWT EXPIRES NOV/08 EWT 2500 GWT 2500
PASSENGER PLT, STKR REG CLASS 25 $ 52.55
TITLE 15000039571120305 ISSUED 05/13/08 ODOMETER N/A
96 PLYM 4D 1P3ES27CXTD648146 PASS
PREVIOUS OWNER MICKEY MOUSE,LLANO,TX
OWNER DAFFY DUCK,DISNEYLAND CALIFORNIA 90643
PLATE AGE: 1
REMARKS PLATE REMOVED FROM VEHICLE.RELEASE OF PERSONAL INFO RESTRICTED.VEH
TRANSFERRED:2008/10/25.
MRI: 70671120 IN: MVD1 32366 AT 02DEC2008 10:56:22
OUT: TWFX 8 AT 02DEC2008 10:56:22
```

Dealer Plates

Because dealer tags are not associated with a particular vehicle/VIN number, RTS does not return actual vehicle registration on dealer tags. The response for dealer tags contains the expiration date; the name, address and dealer number of the dealer the plate was issued to; the plate status); and in most cases the VTR regional office and county code of where the plate was issued.

Dealer Plate Return

```
YYYY MM DEALER P00000
ISSUED TO
<DEALER NAME>
<DEALER STREET ADDRESS>
<CITY STATE AND ZIP>
MASTER DEALER NUMBER XXX
PLATE EXPIRES: YYYY/MM PLATE STATUS: XXXXXX
CODE <VTR OFFICE> <COUNTY CODE>
```

When the Code is displayed as "000", it could mean:

- A dealer franchise. Dealership franchises do not receive plates.
- A situation where the VTR office and County Code are unavailable.

Temporary e-Tags

Temporary e-Tags (implemented from the 80th Legislative Session 2007) are designed to make processing dealer tags fast and easy for dealerships throughout the state while making temporary tag information available in almost real-time to law enforcement. The statutory provisions are located in the Transportation Code, Section 503, Subchapter C.

Dealers who hold a General Distinguishing Number license can issue dealer temporary tags, buyer's temporary tags, and Internet-down temporary tags for each type of vehicle the dealer is licensed to sell.

Temporary e-tags are to be placed on all (new used, and trailers) vehicles sold.

- e-Tags need to be placed in the rear license plate display area of the vehicle.
- Paper tags should be secured with double sided tape or with a license plate holder to keep the tag from flapping up in the wind.
- If the buyer wants to put their old plates on the "new" vehicle they buy, the e-Tag must go on top of the old plate until the registration sticker is issued by the county tax office. As a service to the customer, the temporary tag may be placed over the metal plate so the buyer can simply remove the paper tag once they receive their registration sticker.

Types of Temporary e-tags:

- Buyer's Tag – top line will read "Texas Buyer"
- Dealer's Temporary Tags
- Dealer's Tag (Assigned to Vehicle) top line reads "Texas Dealer" second line indicates Dealer
- Dealer's Tag (Assigned to Agent) top line reads "Texas Dealer" second line indicates Dealer, the agent's name will be displayed in the TLETS response
- Converter's Tags top line reads "Texas Converter"
- Internet Down Tag – Used when the dealer temporarily cannot access the Internet. It is a blank template that requires the dealer to fill in all the information except the vehicle specific number. This vehicle specific information will be entered into the database within 48 hours.
- Emergency Tag – Used when power and/or Internet connectivity is unavailable for more than 48 hours. This type of tag will be rarely used except in emergency situations such as a Hurricane or Flood. Information will not be turned into the state database until the Dealer service is restored.

Temporary e-Tag Responses

SELECTION REQUEST: TEMPORARY TAG XXXXXXXX TEMPORARY TAG: XXXXXXXX VALID:YYYY/MM/DD HH:MM:SS--YYYY/MM/DD HH:MM:SS YR:YYYY MAK:<VEHICLE MAKE> MODL:<VEHICLE MODEL> STYL:<VEHICLE STYLE> VIN: XXXXXXXXXXXXXXXXXXXX BUYER TEMPORARY TAG NAME: <FIRST NAME> <LAST NAME>,<ADDRESS>,<CITY>,<STATE>,<ZIP>
SELECTION REQUEST: TEMPORARY TAG XXXXXXXX TEMPORARY TAG: XXXXXXXX VALID:YYYY/MM/DD 00:00:00--YYYY/MM/DD 00:00:00 YR:0000 MAK: DEALER TEMPORARY TAG - AGENT REASON: DEMONSTRATION NAME: <AGENT NAME>,<ADDRESS>,<CITY>,<STATE>,<ZIP>
SELECTION REQUEST: TEMPORARY TAG XXXXXXXX TEMPORARY TAG: XXXXXXXX VALID:2009/05/21 00:00:00--2009/07/20 00:00:00 YR:YYYY MAK:<VEHICLE MAKE> MODL:<VEHICLE MODEL> STYL:<VEHICLE STYLE> VIN: XXXXXXXXXXXXXXXXXXXX DEALER TEMPORARY TAG - VEHICLE REASON: FOR TRANSIT NAME: <DEALER NAME>,<ADDRESS>,<CITY>,<STATE>,<ZIP>

Secondary paperwork should be carried in the vehicle when it is displaying temporary e-tags. The buyer is required to carry the buyer's receipt until the vehicle is registered and titled in their name. The information on the secondary paperwork must match the information on the preprinted tag. Secondary paperwork for dealers and converter tags is not required to be carried in the vehicle.

Transportation Code Sections 503.067, 503.094 and 503.095 provide for prohibition and penalties related to temporary tags. Operation of a vehicle with an unauthorized temporary tag or illegally purchasing a temporary tag is subject to a class C misdemeanor. Illegal sale or distribution of a temporary tag or an item represented to be a temporary tag (except when the dealer is issuing the tag at a legitimate sale or a printer or distributor is selling tag templates to licensed motor vehicle dealers for legitimate purposes) is subject to a Class A misdemeanor. Illegal production or reproduction of a temporary tag or an item represented to be a temporary tag for the purpose of illegal distribution is subject to a state jail felony.

More information, including investigator assistance, can be obtained from (512) 416-4911 or MVD_LawEnforcementTraining@dot.state.tx.us

National Motor Vehicle Title Information System (NMVTIS)

The National Motor Vehicle Title Information System (NMVTIS) provides previous vehicle title information from various state jurisdictions (Texas, Louisiana). Any registration (plate number) or VIN that has a previous title number (TTL) will have an additional line added to the return. This information will appear after the line containing the VIN. Additional information can be found in the "Remarks" section (example: "NMVTIS HOLD").

```
LIC CDX4458 EXPIRES DEC/14 EWT 3880 GWT 3880
PASSENGER-TRUCK PLT, STKR REG CLASS 02 $ 60.25
TITLE 24800041505110009 ISSUED ODOMETER 91423
05 NISS PK 1N6ED29X24C423153 PASS COLOR: GRY
PREV TTL: JUR LA TTL # 71717182828271717 ISSUE 03/11/2011
PREVIOUS OWNER MARCO H AYALA/MARIA G AY,POMONA,CA
OWNER MARCO AYALA,MARIA AYALA,
701 MARTIN ST,,KERMIT,TX 79745
PLATE AGE: 0
REMARKS TITLE REJECTED 2013/08/23.NMVTIS HOLD:07/03/2013.ACTUAL MIL
EAGE.DATE OF ASSIGNMENT:2013/08/20.PAPER TITLE. SPCLREGID: 00000000
0.,DBN=5;.
MRI: 67867 IN: MVD 110 AT 02APR2014 18:02:11
OUT: U8ME 3 AT 02APR2014 18:02:11
```

An additional NMVTIS remark that may be found is "BRAND HOLD DATE". The American Association of Motor Vehicle Administrators (AAMVA), not RTS, uses this to indicate that their database has a related violation/discrepancy related to the vehicle title.

Other remarks that are NOT related to NMVTIS are:

TOLL SCOFFLAW – Toll violations (maximum of 3) in ascending chronological date (oldest to newest)

CRUSHED – The date the vehicle was crushed.

```
LIC CFC7686 EXPIRES DEC/14 EWT 3800 GWT 4800
PASSENGER-TRUCK PLT, STKR REG CLASS 03 $ 62.75
TITLE 08431738942121112 ISSUED 02/14/07 ODOMETER 73
07 TOYT PK 3TMKU72N86M008593 TRK<=1 COLOR: SIL
PREVIOUS OWNER STAR TOYOTA,LEAGUE CITY,TX
OWNER ERNEST JUNEMANN,
103 14TH AVE N,,TEXAS CITY,TX 77590
LIEN 12/27/06 GULF SHORE FCU,PO BOX 1499,TEXAS CITY,TX 77592
PLATE AGE: 0
REMARKS ACTUAL MILEAGE.TOLL SCOFFLAW: GRAYSON CO RMA.TOLL SCOFFLAW:
N TX TOLL AUTHORITY.TOLL SCOFFLAW: CAMERON CO RMA.PAPER TITLE.VEHI
CLE CRUSHED:12/20/2013.BRAND HOLD DATE 12/21/2013. SPCLREGID: 00000
0000.,DBN=5;.
MRI: 83064 IN: MVD 6 AT 18APR2014 13:46:43
OUT: U8ME 1 AT 18APR2014 13:46:43
```

Disabled Person Placard Inquiry

TXDMV offers a database for Disabled Person Identification Placards called Electronic Placard Database or EPD. A red placard indicates a temporary disabled person permit and the first character will be an R followed by 8 characters and a P (for Placard). The blue placard indicates a permanent disabled person permit with the first character being a B followed by 8 characters and a P (for Placard). The placard number is ten characters in length.

Disabled Person Placard Return

SELECTION REQUEST:	PLACARD	B98765432P
PERMANENT BLUE MOBILITY PLACARD:		B98765432P
VALID:	6/15/2008 - - 12/2008	
INSTITUTION NAME:	WESTMINSTER MANOR	NOTE: This could be an individual's name.
	123 MAIN STREET	
	AUSTIN, TX 78779	
TRAVIS COUNTY		
FACILITY #:	99999999999999	(See below)

Facility # (Return ID) can also represent the following:

- TX DL of Disabled Person: <DL number>
- TX DL on Behalf of Disabled Person: <DL number>
- TX ID of Disabled Person <ID number>
- TX ID on Behalf of Disabled Person: <ID number>
- Facility #: <facility number>
- Out of State Driver License: <DL Number>
- Out of State ID: <ID number>
- Military ID: <ID number>

The placard inquiry can be made from the LIC field from the RSDW, RSDWW and Query Transactions. When using the LIC field, DMV will check RTS, the e-Tag system, etc. and will perform a “look-aside” into the Placard database for a possible match with a placard. This allows the placard to be available in the RSDW, the Master Query as well as the RQ transaction. Using LIC, there is a slight chance that both a placard and a vehicle tag will be returned in the response from VTR.

Manual Texas Vehicle Registration Checks

AM messages can be sent to Mnemonic address 67X1, addressed to DPS AUSTIN Communications ATTN: DMV. Information is available 8-5 Monday-Friday only.

When experiencing problems in a registration response, make sure a “complete” registration inquiry was made before requesting a manual check. When a manual check is sent to DMV, the **specific reason must be outlined** along with what information is being requested. Any request for manual checks without a specific reason listed **will be rejected** by the AUSTIN COMMUNICATIONS at 67X1.

Texas Sure: Texas Financial Responsibility Verification Program

The Texas Financial Responsibility Verification Program (FRVP) was authorized by SB 1670 during the 79th Legislative session. The bill provides that the Texas Department of Insurance (TDI), Public Safety, Motor Vehicles, and Information Resources, "shall establish a program for verification of whether owners of motor vehicles have established financial responsibility.

The goal of the program is to reduce the number of uninsured vehicles in Texas. It is expected to help stop the actions some motorists take to avoid the law, such as using counterfeit proof of insurance cards or canceling policies after registering or inspecting their car. Additionally, this program provides officers with another tool to verify if drivers have valid motor vehicle liability insurance. Law enforcement officers can conduct a routine license plate inquiry that will return a verification if the vehicle or driver has valid motor vehicle insurance. All law enforcement officers have access to this information thru TLETS and using Interface systems such as CAD, RMS, MDT, and/or MDC.

More information is available at: www.texassure.com.

The FRVP system receives the following updates weekly:

- The database of registered vehicles maintained by TXDOT
- Self-insured vehicle information from DPS
- Private passenger automobile liability policy information from each insurer actively writing private passenger auto insurance policies in Texas
- Some Commercial automobile liability policy information (voluntarily being provided)

Law Enforcement can access the information from the TLETS forms that access vehicle registration information: REG, RSDW, Master Query, and RQ (when sent to TX). The forms allow the operator to choose how much information is returned in the response. Two types of returns are available, Routine and Extended. Detailed examples of the responses are shown below. In most cases, the routine response displays the "top half" of the extended response and is useful for obtaining a basic status check.

Financial Responsibility Verification Program Returns

There are four possible responses to an inquiry submitted to the FRVP database.

- Confirmed
- Unconfirmed
- Verify Manually
- Multiple

Confirmed Response

The "Confirmed" response indicates the vehicle and/or person have been identified in the database and vehicle insurance coverage has been confirmed. A confirmed response will be returned if a match is made and the policy has not expired or if the policy has expired within the last 14 days.

Routine Response – Note: Record is confirmed

REGARDING INQUIRY ON: ABCXXX

Insurance Status: Confirmed
Registered To: FIRST LAST
OLN: Not Available
Vehicle Registration (LIC): Not Available
Vehicle Id Number (VIN): ABCXXXVIN11111
Vehicle Make: NISS
Vehicle Model: QST
Vehicle Year: 2008
MRI: 7682518 IN: FRVP 1 AT 22SEP2008 08:51:29
OUT: TWFX 1 AT 22SEP2008 08:51:30

Extended Response – Note: Record is confirmed

REGARDING INQUIRY ON: ABCXXX

Insurance Status: Confirmed
Registered To: FIRST LAST
OLN: Not Available
Vehicle Registration (LIC): Not Available
Vehicle Id Number (VIN): ABCXXXVIN11111
Vehicle Make: TOYT
Vehicle Model: CXL
Vehicle Year: 2001
Insurance Carrier: State Farm Insurance
NAIC#: 11B11
Policy ID #: 11BR111111111
Policy Type: Personal
Policy Effective date: 20010704
Policy Expiration date: 20081120
Mileage Expiration: Not Available
MRI: 7682521 IN: FRVP 2 AT 22SEP2008 09:13:19
OUT: TWFX 3 AT 22SEP2008 09:13:19

Unconfirmed Response

An "Unconfirmed" response indicates the vehicle was located in the database, however, insurance coverage was not confirmed. "Additional Detail" will be one of the following:

- Vehicle coverage expired
- No vehicle coverage found
- Vehicle last match not within 45 days
- Vehicle coverage expired; Vehicle last match not within 45 days
- Vehicle coverage expiration unknown; Vehicle last match not within 45 days

Extended Response – “Unconfirmed”

REGARDING INQUIRY ON: ABCXXX

Insurance Status: Unconfirmed

Registered To: FIRST LAST

OLN: Not Available

Vehicle Registration (LIC): Not Available

Vehicle Id Number (VIN): ABCXXXVIN11111

Vehicle Make: TOYT

Vehicle Model: XSL

Vehicle Year: 2008

Additional Detail: Vehicle Last Match not within 45 days;

Insurance Carrier: Farmers Texas County Mutual

NAIC#: 24392

Policy ID #: 43336473

Policy Type: Personal

Policy Effective date: 20080120

Policy Expiration date: 20080720

Mileage Expiration: Not Available

MRI: 1111111 IN: FRVP 3 AT 22SEP2008 10:09:37

OUT: TWFX 5 AT 22SEP2008 10:09:38

Verify Manually Response

A "Verify Manually" response does not indicate that the individual is uninsured. This indicates one of the following conditions exist:

- VIN and/or plate are incorrect and cannot be located in the database
- Vehicle's registration has been expired for over 18 months
- Vehicle was recently purchased
- Plates were recently changed

Routine and Extended Response – “Verify Manually”

REGARDING INQUIRY ON: XXXYYYY

VERIFY MANUALLY

MRI: 7682550 IN: FRVP 4 AT 22SEP2008 10:17:32

OUT: TWFX 7 AT 22SEP2008 10:17:32

Multiple Response

A "Multiple" response indicates the VIN and/or plate has matched against two or more records within the TXDOT database. This does not necessarily indicate the vehicle is not insured.

Extended Response – “MULTIPLE”

```
REGARDING INQUIRY ON: XXXYYYYY

Insurance Status: Multiple
Operator/Owner:
OLN: Not Available
Vehicle Registration (LIC): Not Available
Vehicle Id Number (VIN): Not Available
Vehicle Make: Not Available
Vehicle Model: Not Available
Vehicle Year: Not Available
Insurance Carrier: Not Available
NAIC#: Not Available
Policy ID #: Not Available
Policy Type: Not Available
Policy Effective date: Not Available
Policy Expiration date: Not Available
Mileage Expiration: Not Available
MRI: 7682586 IN: FRVP 5 AT 22SEP2008 10:59:58
OUT: TWFX 14 AT 22SEP2008 10:59:58
```

By law, the information provided by the database is to be used by law enforcement strictly as a tool to help identify if a driver is insured or uninsured. This information **must not** be used for any other law enforcement/investigative purpose.

FRVP is a tool provided to local law enforcement agencies to assist in verifying insurance. It is up to the local law enforcement agency to establish policies and procedures regarding information obtained from the FRVP database. Because local policies may vary substantially, DPS is not publishing policies for the local agencies.

DPS does not consider the information provided by the FRVP database in and of itself to be adequate probable cause for an officer to stop a vehicle. The database can only be used as a tool to verify insurance once a stop has taken place.

If the FRVP system provides a response of "Unconfirmed," "Verify Manually" or "Multiple" it does not necessarily mean that the person and/or vehicle is uninsured. The officer should verify insurance through existing methods before taking any action. **Drivers are still required to carry proof of insurance.**

Some local jurisdictions have ordinances that allow vehicles to be impounded for no insurance. If the FRVP system provides a response of "Unconfirmed," "Verify Manually", or "Multiple" the officer should verify insurance through existing methods before taking any action. It should be noted that a response of "Unconfirmed," "Verify Manually" or "Multiple" from the database does not provide authority to impound the vehicle based solely on the Texas Transportation Code.

Self-insured individuals and companies having commercial policies are not required to participate in the FRVP at this time. DPS provides weekly submissions of self-insured data. Law

enforcement officers should continue to accept the self-insurance certificate issued by DPS as proof of insurance. Responses to inquiries on trailers will be "Verify Manually." Trailer information is included in this database.

Insurance companies are not required to report passenger vehicles insured on a commercial auto policy; however, some companies do report these policies voluntarily. Therefore, passenger autos insured under a commercial auto policy will generally not be confirmed through the system. It is highly recommended to use existing methods to determine if proof of insurance exists.

At this time, the driver license information is not included in the FRVP database. DPS is currently in the process of initiating a new driver license system (NDLS). Once NDLS has been established, the FRVP database will be updated and the insurance information will be available on a query by driver license number and/or name and date of birth.

General information is available from www.texassure.com.

Texas Temporary Vehicle Permit Information (PMTN)

Texas temporary permits are issued by the DMV Vehicle Title and Registration (VTR) Division, county tax offices and title service agencies. Temporary permits include 72-Hour, 144-Hour, 30-Day, One-Trip and Factory Delivery permits. Temporary permits are printed on 8 ½ x 11 RTS-500 paper. The new permit pattern consists of six numbers and one alpha character (NNNNNNA). Examples of a permit numbers are 345678B and 35799B.

Examples – Temporary Permits

Per Transportation Code 502.354 (3)(F), Temporary permits must be displayed in the rear window.



Vehicle Registration inquiries provide Law Enforcement with the ability to inquire by permit number to verify the validity of the permit including applicant name and permit period.

The purpose of the temporary permit database is to:

- Collect and store permit information
- Provide law enforcement near real-time 24/7 access to permit information
- Reduce fraud
- Print tags at the point of sale
- Eliminate cardboard tag inventory

For vehicle sales between private parties where the vehicle owner removes the license plates and registration sticker, Transportation Code, Section 502.454 provides the purchaser with a single-trip permit. The permit is valid for one trip between the points of origin and destination and is valid no longer than 5 days. The permit is obtained by the individual from the DMV website. The permit is carried in the vehicle and there is no e-tag or permit displayed on the vehicle.

Each permit has a unique number allowing the officer to determine validity through the TLETS system. The permit displays the vehicle identification number, the vehicle's make and model, the buyer's name and address. That information can be compared against the TLETS return for validation. The buyer is only allowed one vehicle transit permit per vehicle.

Temporary Permit PMTN Response

```
PERMIT 090609454440 DURATION TR      T1      T2      TYPE 1
START 06/09/2009 00:00:00 END 06/13/2009 00:00:00
LOAD excavator
NAME Byler, W.T. Company, LP
ADDR 15203 Lillja Rd.
CITY Houston                      ST TX      ZIP 77060
DIMENSIONS (WXHXL) 11' 6 " 14'      " 75 '      " WEIGHT 134300 DIST 00000
MFG#
  TRUCK Peterbilt                      YR 2001
MILES                      VIN 06095
LIC TX      r88837
TRLR1                      Registered Trailer
  LIC
TRLR2
  LIC
  ROUTES:
JCT FM88/US83se, US77n, US59n, W.IH610n/e, IH45n, FM525e, JCT US 59...
SPECIAL CONDITIONS:
AX1 15 14300 2 11      AX2 4 20000 4 10      AX3 4 20000 4 11
AX4 35 20000 4 11      AX5 4 20000 4 10      AX6 4 20000 4 10
AX7 20000 4 10
FEE: 286
NONE
```

Vehicle Transit Permit Response

```
TEMPORARY PERMIT: XXXXXX      VALID:YYYY/MM/DD HH:MM:SS--YYYY/MM/DD HH:MM:SS
YR:YYYY MAK: <VEHICLE MAKE>                      MODL:<VEHICLE MODEL>
STYL:<VEHICLE STYLE>
VIN: XXXXXXXXXXXXXXXXXXXX      TITLE XXXXXXXXXXXXXXXXXXXX

VEHICLE TRANSIT PERMIT
NAME:      <FIRST NAME> <LAST NAME>,<ADDRESS>,<CITY>,<STATE>,<ZIP>
VEHICLE ROUTE:
  ORIGINATION POINT : <CITY>
  DESTINATION POINT : <CITY>

REMARKS: ADDITIONAL RTS REGISTRATION AVAILABLE
```

Texas License Plate Reader Inquiry

Law enforcement officials have a duty to investigate crimes and criminal activity. To fulfill this responsibility, officers collect, analyze, disseminate and retain a variety of information, which should include active and historical LPR data. One of the purposes of collecting license plate data is sharing it across jurisdictions. TXDPS has created a LPR data-sharing program that can be accessed via TLETS.

Query Texas License Plate Reader File (QLP)

Agency/Case Data

- Originating Agency Identifier (ORI)

Record Identifying Data

- License Plate (LIC)
- License State (LIS)
- Exact Match on LIS?
- Begin Date for search (BEG)
- End Date for Search (END)
- LPR Record Number (PIC)

Special Options

- Control Field (CTL)

Texas License Plate Reader Response

TXLPR RESPONSE FOR QLP.TX0000032.LIC/ABC1234 2 RECORDS RETURNED

LIC: ABC1234 LIS: NY PIC: 22817522
LATITUDE: 30D00M00.00S LONGITUDE: -97D30M00.00S
DATE/TIME: 09/16/2014 15:20:31
RECORD HOLDER: TX1018100 HIDTA,HOUSTON

LIC: ABC1234 LIS: VT PIC: 16529364
LATITUDE: 30D00M00.00S LONGITUDE: -97D30M00.00S
DATE/TIME: 09/04/2014 12:40:06
RECORD HOLDER: TX1018100 HIDTA,HOUSTON

**** TXDPS PROVIDES THE INFORMATION CONTAINED HEREIN SOLELY AS AN INVESTIGATORY AID. SINCE THESE RECORDS ARE NOT VALIDATED, TXDPS DOES NOT GUARANTEE OR WARRANT THEIR LEGITIMACY. PLEASE USE SECONDARY VERIFICATION BEFORE YOU TAKE ANY ENFORCEMENT ACTION. ****

MRI: 71983639 IN: LPR 12 AT 28MAY2015 12:53:36
OUT: M304 6 AT 28MAY2015 12:53:36

Vehicle Registration Transactions (RQ/RNQ)

Vehicle registration information is available from all 50 states, the Mexican Carrier and Authorization Database, the Diplomatic License Plate file, and Government License Plates through Nlets. Inquiries are addressed to Nlets Point of Entry (POE) and REGION codes. Up to five destinations in any combination can be used.

Note: Inquiries by VIN to Missouri (MO) require the vehicle make and year.

Vehicle registration is obtained from Nlets using the standard Nlets message format and TLETS form RQ. While this form/transaction is typically used for transactions to other POE(s), it should be noted that Texas vehicle registration information may be obtained using the RQ having an Nlets Destination Code of TX. Information is obtained using VIN only or License Plate Number, License Plate Year of Expiration, and License Plate Type.

Query Requirements

To access information use the POE code:

- Diplomatic Vehicles- US
- General Service Administration (GSA) Vehicles- GS
- Mexican Commercial Vehicles – MX
- NCIC Border Crossing – NA
- National Vehicle Service – VS
- License Plate Readers - LP

Query Registration by LIC or VIN Number (RQ)

Agency/Case Data

- Originating Agency Code (ORI)
- Nlets Destination Code (DRI)

License Plate Data

- License Plate (LIC)
- *License year (LIY)*
- *License Type (LIT)*
- Financial Responsibility Type (FRT)

Vehicle Data

- Vehicle ID Number (VIN)
- *Year of Manufacture (VYR)*
- *Make (VMA)*

Special Options

- Control Field (CTL)

Out of State Vehicle Registration Response (RR)

```
RR.VADMVRH99
14:57 01/09/2014 18109
14:57 01/09/2014 09022 TX0000028
TXT

LIC/8738YZ. LIY/2014/05.ISS/2005/06/27.
DAFFY DUCK , DAISY DUCK
CUST ADDR: 876 SYCAMORE BLVD
          DUCKVILLE, VA 786133983
VIN/8WSIR4M49QJ873415. VYR/2011. VMA/FORD.
VST/4D. SSN/T123456789 T876482597 .
*EXP/2014/05/31. WGT/3975. REG STATUS/INACTIVE. PLT STATUS/RENEWAL.
LIEN. .
VEH USE/PRIVATE. VEH DISP/MOVED.CUR VCO/BLU.ORI VCO/BLU. DP/.
INTERLOCK/.VOA/.VOAT/.

** NOTICE **
INFORMATION OBTAINED FROM VCIN MAY BE USED FOR
CRIMINAL JUSTICE PURPOSES ONLY.
MRI: 18507697 IN: NLET 112970 AT 09JAN2014 15:58:26
OUT: M222 1 AT 09JAN2014 15:58:26
```

Responses are not standardized and will vary substantially in format from state to state. Typical abbreviations used in responses are:

Abbreviation	Description
LIC	License Number
LIT	License Type
LIY	License Year
VIN	Vehicle Id Number
VYR	Vehicle Year
VMA	Vehicle Make
VMO	Vehicle Model
VST	Vehicle Style
VCO	Vehicle Color

Other possible responses to a query include:

- NOT ON FILE
- FILE NOT AVAILABLE
- TEMPORARILY UNAVAILABLE

Diplomatic and Government License Plates File

The U.S. Department of State, Office of Foreign Missions maintains vehicle registration information on diplomatic license plates issued to diplomats, counsels, and staff of foreign missions. TLETS operators can inquire on these license plates by addressing the registration inquiry to POE code US.

The General Services Administration (GSA) maintains records pertaining to government license plates. These records are available through GSA database. Inquiries on government license plates beginning with the letter G are supported. Inquiries are made by using transaction code RQ, with GS in the destination field.

All federal agencies should have entered their government vehicle registration data into the GSA database. The GSA Asset and Transportation Management Help Desk may be contacted at 866-472-6711, if any information in the return is not included or unclear.

Agency	Code	Agency	Code
Action (Federal Domestic Volunteer)	ACT	Interior Department	I
Agriculture Dept	A	Interstate Commerce Commission	IC
Air Force	AF	Judicial Branch of Government	JB
Army	W	Justice Department	J
Commerce Dept	C	Labor Department	L
Consumer Product Safety Commission	CPSC	Legislative Branch	LB
Corps of Engineers, Civil Works	CE	Marine Corps	MC
Defense Commissary Agency	DECA	National Aeronautics and Space Admin	NA
Defense Contract Audit Agency	DA	National Capital Housing Authority	NH
Defense Department	D	National Capital Planning Commission	NP
Defense Logistics Agency	DLA	National Guard Bureau	NG
Education Department	ED	National Labor Board Relations	NL
Energy Department	E	National Science Foundation	NS
Environmental Protection Agency	EPA	Navy Department	N
Executive Office of the President Council of Economic Advisers National Security Council Office of Management and Budget	EO	Nuclear Regulatory Commission	NRC
		Office of Personnel Management	OPM
		Panama Canal Commission	PC
		Railroad Retirement Board	RR
Export-Import Bank of the United States	EB	Renegotiations Board	RB
Federal Communications Commission	FC	Securities and Exchange Commission	SE
Federal Deposit Insurance Corporation	FD	Selective Service System	SS
Federal Emergency Management Agency	FE	Small Business Administration	SB
Federal Home Loan Bank Board	FB	Smithsonian Institute	SI
Federal Mediation and Conciliation Services	FM	National Gallery of Art	SI
Federal Reserve System	FR	Soldiers and Airmen's Home, US	SH
Federal Trade Commission	FT	State Department	S
General Accounting Office	GA	Tennessee Valley Authority	TV
General Services Administration	GS	Transportation Department	DOT
Government Printing Office	GP	Treasury Department	T
Health and Human Services Department	HHS	United States Information Agency	IA
Housing and Urban Development	H	United States Postal Service	P
Interagency Fleet Management GSA	G	Veterans Affairs Department	VA

Mexican Plates

The Mexican Carrier and Authorization Database is housed in Mexico City and created in response to the North American Free Trade Agreement (NAFTA) to assist the Mexican government with issuing carrier operating permits, vehicle license plates and vehicle highway permits. The database contains only Mexican commercial cargo carriers registered with the Mexican federal government. All commercial vehicles that cross the United States/Mexican border are required to be federally registered and be included in this file. If the Mexican Commercial Vehicle inquiry results in a "NOT ON FILE," the vehicle is considered not registered and is in violation of US-DOT operating authority. Information on commercial carriers that are not registered with the Mexican Federal government can be obtained by sending a manual request in the form of an AM message to ORI/DCINTER00. More information on Mexican License plates can be found in the TLETS Help Documents in the OMNIXX Menu under "Help."

Inquiries to the POE code of MX will cause an inquiry into the following two databases:

1. The Mexican Carrier and Authorization Database
2. The United States Insurance Verification Authentication (USIVA) Program

Mexican Carrier and Authorization Response

```
RR.MXLIC0000
08:10 02/24/2012 24043
08:10 02/24/2012 24097 TX00000B2
TXT
LIC/014DD1
TRANSPORTES INTERMEX S.A. DE C.V.
AV. INDUSTRIALES, ZONA INDUSTRIA, CUAUTITLAN IZCAL 54730.
VIN/197170.VYR/1976.ENGINE_NO/28112007
LIT/TRACTOR - 3 AXLES.VMA/MEXICO
LIC_STATUS/STOLEN OR LOST.LIC_ISSUED/05031999
REGISTRANT_RFC/TIN751127RHA.REGISTRANT_STATUS/UNDER INVESTIGATION
LIC_CLASS/FREIGHT MOTOR FGN INV.VST/TRACTOR
LIC_SERVICE/HAZMATS (FOREIGN INVEST)
```

Possible License Plate Status Codes:

ASSIGNED (ONLY POSITIVE STATUS)	NOT RECEIVED
AVAILABLE	WITHDRAWAL EXCHANGED
CANCELLED	WITHOUT DECAL
STOLEN OR LOST	PREVENTIVE SEIZURE
WITHDRAWAL PER RULE	MISSING
DAMAGED	WITHDRAWAL NEW NAME
WITHDRAWAL NOTICE	UNDER INSPECTION
WITHDRAWAL IMPOUNDED	

Possible Registrant Status Codes:

REGISTERED	BANKRUPT
WITHDRAWN	WITHDRAWN/MERGER
SUSPENDED	UNDER INVESTIGATION

The United States Insurance Verification Authentication (USIVA) program is housed at Nlets in Phoenix, Arizona. Because law requires vehicles traveling into the United States from Mexico to be insured, this database provides information on Mexican Vehicles traveling into the United States. The database receives an electronic copy of each Mexican insurance policy in real time. USIVA includes information regarding both commercial and non-commercial vehicles. By 2013, all vehicles entering the United States should be contained in this database. The response contains current insurance status and the owner's registration information. Nlets will retain records in the database for a period of one year.

USIVA Response

```
RR.MX00000000
07:57 02/24/2012 20956
07:57 02/24/2012 24049 TX00000B2
TXT
CURRENT TRAVEL POLICY AS OF 2012-02-24
POLICY NUMBER: HRC-0170704
POLICY STATUS: UNKNOWN
EFFECTIVE START DATE: 2011-09-12
EFFECTIVE END DATE: 2012-09-11
EFFECTIVE DAYS: 365
POLICY PREMIUM: 109.51
SUM INSURED: 1500000
INSURED FULL NAME: ZZZTEST POLICY
INSURED ADDRESS: CLGENERAL MIGUEL BARRAGAN 1033
INSURED CITY: AGUASCALIENTES
INSURED STATE: AGUASCALIENTES
*** VEHICLE DETAILS ***
VEHICLE VIN: WVVUE06KX1R5101AA
VEHICLE PLATE: AAA3649
VEHICLE INFO: GENERALMOTORS SILVERADO 2500 CAB REG LS 4X2 2007 PAQUETE A
VEHICLE TYPE: PRIVATE
```

Illustrations of base Mexican personal vehicle license plates by Mexican state may be found at:

<http://www.worldlicenseplates.com>

<http://www.15q.net/currmex.html>

<http://moini.net/mexicoplates/index.htm>

If your agency has a motor vehicle theft bureau, and there is a desire to check stolen vehicles in Mexico contact US Operations Director Mario Crosswell-Estefan at mariocrosswell@yahoo.com or by phone 210-545-7100 for accessing Mexico's stolen vehicle webpage site.

License Plate Recognition/License Plate Reader Systems (LPR)

US Customs and Border Protection

Over the past several years, the US Customs and Border Protection (CBP) installed LPR cameras at the Mexican and Canadian Border to collect vehicle crossing information as vehicles depart and enter the United States. The project utilizes special cameras that are placed at inbound and outbound lanes at the United States border. Cameras were initially concentrated on inbound lanes but as the project has matured, more and more lanes in both directions are being monitored. Not all inbound and outbound lanes have LPR cameras. CBP has engaged The National Insurance Crime Bureau (NICB) to collect and store the information collected from the cameras in a database. The database was initially established to help identify stolen vehicle traffic patterns along the southern and northern borders of the United States, however the information obtained has been proven useful in many other types of investigations.

To run a CBP/NICB LPR query, use transaction RQ and enter the license plate of interest with NA as the state designator for NICB. The CBP/NICB response includes the direction of the crossing (inbound or outbound), the location of the border crossing camera, the crossing date and time, the license plate number, the state and country of the crossing.

USCBP LPR Response

```
RR.ILNICBC00
13:43 12/09/2010 94408
13:43 12/09/2010 65144 TX00000052
TXT
NICB RESPONSE FOR LIC/ QQQQ445 MSG 001 OF 001
CROSSING LOCATION: INBOUND
ADDRESS: USCS-797 S ZARAGOSA RD BLDG B
CITY: EL PASO: YSLETA STATE: TX ZIP: 79907
CROSSING DT/TIME: 11/06/2009 01.02.56
LIC PLATE: QQQQ445 STATE: MM COUNTRY: M
CROSSING LOCATION: INBOUND
ADDRESS: UNKNOWN
CITY: UNKNOWN STATE: ZIP:
CROSSING DT/TIME: 04/26/2010 23.12.32
LIC PLATE: QQQQ445 STATE: TX COUNTRY: U
CROSSING LOCATION: OUTBOUND
ADDRESS: USCS-PO BOX 3130
CITY: LAREDO:J/L STATE: TX ZIP: 78044
CROSSING DT/TIME: 04/28/2010 21.46.29
LIC PLATE: QQQQ445 STATE: TX COUNTRY: U
```

The CBP/NICB response could return multiple messages when a vehicle has multiple trips across the border. Typically a message will contain up to 7 crossings arranged in chronological order.

National Vehicle Service

The National Vehicle Service (NVS) is a private corporation whose mission is to assist law enforcement, vehicle finance, insurance companies, rental car companies and the public in protecting vehicle assets. NVS made a repository of LPR data available to the law enforcement community via Nlets. This data is gathered from towing, repossession companies, parking lots, garages and toll way systems. In addition to allowing LEA's access to the database, NVS proactively searched the database against the stolen vehicle file provided by the FBI. This repository is primarily for use in investigations. To retrieve possible vehicle location information from the NVS data repository, use RQ transaction with VS as the state and with license plate of interest. To access all nationwide LPR readers enter "LP" in the POE field.

If there is a positive match, the operator is notified. The location may or may not be included in the initial response message. If the location is not included, this may indicate that the vehicle was parked on private property and not at a particular intersection. The operator can then access an NVS internet web site to obtain full details on the vehicle, including a map of the location and a photo of the vehicle. The operator will need to register with the web site using their agency's base ORI.

NVS LPR Response

```
RR.VANVS005V
11:32 04/05/2010 04276
11:32 04/05/2010 81403 TXDPS0000
TXT
Vehicle license plate number QQQQ445 was captured by mobile license plate
recognition on March 18, 2010 near the intersection of Pecan St AND 6th Ave,
Noplace, TX.

To access the complete LPR data record including other additional historical
LPR scans, vehicle images and satellite map overlays, please proceed to the
following Internet Website: http://nvls-lpr.com/nvls

Caveat: This is lead information ONLY to assist with your investigation and
should NOT be used for non-law enforcement purposes. Should you require
additional assistance with this RESPONSE, please contact National Vehicle
Service at 866-687-1102.
```

To access the complete LPR data record including other additional historical LPR scans, vehicle images and satellite map overlays, go to: <http://nvls-lpr.com/nvls>

Note: This is lead information ONLY to assist with your investigation and should NOT be used for non-law enforcement purposes. Should users require additional assistance with this response, please contact National Vehicle Service at 866-687-1102.

If a user receives an automated response from NVS on a vehicle entered in NCIC, contact NVS immediately to obtain current information, and the possibility of a photo of the driver of the vehicle.

Nlets Vehicle Registration by Owner Name (RNQ)

Some states provide vehicle registration by owner and date of birth or age.

Positive Nlets Vehicle Registration by owner name could contain the following registration information:

- Client Name
- License Number/Plate Number
- License Type
- Vehicle Make
- Vehicle Year
- City, State, Zip

Vehicle Registration by Owner Name Response

```
RNR.WYVIN0000
09:14 03/16/2009 62384
09:14 03/16/2009 45692 TXDPS00B7
TXT
CLIENT NAME          PLATE#  TYP MAKE  YEAR CITY-  ST-  ZIP
THEMAN*PAUL          2-23BY  TK DODG   1984 CHEYENNE WY 82007
THEMAN*PAUL D        2-40YE  PC SUZI   1988 CHEYENNE WY 82001
THEMAN*PAUL D        2-895A  TL LONGH  2000 CHEYENNE WY 82001
THEMAN*PAUL D        4-86CY  TK FORD   1995 ROCK SPRINGS WY 82901
THEMAN*PAUL D        4-89MP  PC TOYT   1992 ROCK SPRINGS WY 82901
THEMAN*RALPH L       5-276   PC NISS   1999 LARAMIE WY 82073
THEMAN*RALPH L       5-277   TK CHEV   1979 LARAMIE WY 82073
```

Other possible responses to a query include:

NOT ON FILE
FILE NOT AVAILABLE
TEMPORARILY UNAVAILABLE

Tribal License Plates

Many Indian nations issue license plates. In New Mexico and South Dakota tribal license plates are supported by the state systems and returned with Nlets transaction RQ. In Oklahoma, some tribes provide access to their license plate information and is returned as a look-aside via an RQ to OK (all plate inquiries to the OK system through Nlets will return two responses, one for the state repository and one for the tribal repository). Access to tribal license plate information varies for other states, and in some cases, the Indian Nation must be contacted directly to obtain vehicle registration information.

Link

<http://tribaljurisdiction.tripod.com/id9.html>
<http://www.tribal-institute.org/lists/enforcement.htm>
<http://www.bia.gov/index.htm>
<https://www.ncai.org/Home.9.0.html>
<https://www.ncai.org/Tribal-Directory.3.0.html>
<http://www.ncsl.org/?tabid=13278#fed>
<http://www.ncsl.org/?tabid=13278#state>

Description

Links to tribal police
Tribal Institute – links to tribal police
Bureau of Indian Affairs
Natl Congress of American Indians
Federally Recognized Tribes
Federally Recognized Tribes
State Recognized Tribes

Nlets Vehicle Registration Manual Checks

A manual search is necessary when not enough information is known to perform an automated search, or if the information received isn't clear or contains errors. An administrative message (AM) will be used to request the manual search. The administrative message should be addressed to the agency responsible for vehicle registration information. For information from other Nlets members, check the Nlets help files to obtain manual search requirements, code translation information, and to verify where to send the manual search request.

The standardized ORI for manual vehicle registration checks by license plate is:
XXLIC0000 (such that XX is the POE code)

The standardized ORI for manual vehicle registration checks by vehicle identification number is:
XXVIN0000 (such that XX is the POE code)

Vehicle Registration Query Help

To obtain detailed or supplementary information on a state's vehicle registration files, a user may send an Administrative Message to XXLICHELP (where XX = 2 character state code).

Users can also determine who is providing automated responses to registration queries and who has a HELP file by sending an Administrative Message to "NLLICHELP."

If a complete date of birth is unknown some states support inquiries on age. Consult state vehicle registration HELP file for details. The address is XXLICHELP (where XX=2 character state code).

Section 5: Nlets Registration

By the end of this training session, the student will be able to:

- Identify the types of boat registration inquiries available through TLETS and Nlets.
- Compare the difference in the information that is included in each type of boat registration return.
- Compare the differences in a boat registration inquiry and a stolen boat inquiry.
- Locate the Nlets state boat registration help file.
- Explain the increased emphasis on the aircraft registration file due to terrorism.
- Identify the information required to make an aircraft registration inquiry.
- Compare the information that is included in an aircraft registration return.
- Compare the differences in an aircraft registration inquiry and a stolen aircraft inquiry (vehicle file).
- Identify the information required to make an snowmobile registration inquiry.
- Compare in the information that is included in a snowmobile registration return.

Nlets Registration Inquiries

Boat Registration Transactions (BQ)

Boat registration information is available through TLETS from the Texas Parks and Wildlife Department for boats registered in Texas. Texas boat registration inquiries can only be made by registration number and boat hull number, not name and date of birth. Boat registration for boats registered in other states is available through Nlets.

Boat registration information can be accessed by sending a query through Nlets to up to five states or the Coast Guard with the Nlets Destination Code of CG. Nlets will provide information from the United States Coast Guard Vehicle Identification System (VIS). VIS consists of registration and ownership data from participating VIS States as well as those registered only through the USCG National Vessel Documentation Center.

Agency/Case Data

- Originating Agency Code (ORI)
- Nlets Destination Code (DST) – up to five

Boat Registration/Stolen Boat Inquiry Data

- Boat Hull Number (BHN)
- Registration Number (REG)

Driver License/Wanted Person Inquiry Data

- Name (NAM)
- Date of Birth (DOB)

US Coast Vessel Data

- US Coast Guard Vessel Name (BNM)
- US Coast Guard Vessel Number (CGN)

Special Options

Control Field

Positive Boat Registration Responses (BR) may contain the following registration information:

- | | |
|----------------------------|-------------------------|
| ○ Boat Registration Number | ○ Operator Address |
| ○ Expiration Date | ○ Boat Make/Manufacture |
| ○ Boat Hull Number | ○ Year Built |
| ○ Name of Registered Owner | ○ Hull Material |
| ○ Operator Date of Birth | ○ Type of Propulsion |
| ○ Operator License Type | ○ Type of Fuel Used |
| ○ Operator License State | ○ Use of Boat |
| ○ Operator License Year | ○ Type (NCIC Name) |

Other possible responses to a query are:

- NOT ON FILE
- TEMPORARILY UNAVAILABLE
- USER DOES NOT RESPOND TO MESSAGE TYPE —Nlets WILL NOT FORWARD TO XX (where XX = two character user code)

Query Boat Help

To obtain detailed or supplemental information on a state's boat registration files, users can send an Administrative Message (AM) to XXBOAT000 (XX = 2 character state code).

Users can determine who is providing automated responses to BQ inquiries and who has HELP files by sending an AM to "XXBASHELP" (XX= 2-character state code).

FAA/TECS Aircraft Registration System (ACRS) (GQ)

The Aircraft Registration System (ACRS) is an on-line inquiry that provides information to Nlets users about commercial and private aircraft registered with FAA. Nlets will run the query against the publicly available website:

http://registry.faa.gov/aircraftinquiry/NNum_Inquiry.aspx

Aircraft registration data is provided and maintained by the Treasury Enforcement Communications System (TECS). Agencies can request aircraft registration information by sending an inquiry message through Nlets to TECS (GQ).

Agency/Case Data

Originating Agency Code (ORI)

Attention of Recipient (ATN)

Aircraft Data

Owner (NAM)

Serial Number (SER)

Registration Number (REG)

Special Options

Control Field

Positive Aircraft Registration Responses (GR) may contain the following registration information:

- | | |
|--------------------------------|------------------------------|
| ○ Aircraft Registration Number | ○ Class |
| ○ Serial Number | ○ Engine Type |
| ○ Year | ○ Name of Registrant |
| ○ Make | ○ Address of Registrant |
| ○ Model | ○ Registration Date of Issue |
| ○ Aircraft Type | ○ Registration Validation |
| ○ Manufacturer | |

Query Returns

Queries can generate hit lists of up to 50 matches.

Names are queried using Last, First, and Middle Initial; while business names are queried with spaces between each name.

All name queries are soundexed with the exact matches being at the top of the hit list on multiple hits.

Upon receipt of the hit list of abbreviated information on each aircraft, the user must enter another query using the registration number that is displayed on each hit list entry.

Snowmobile Registration Transactions (SQ)

Texas does not maintain any registration files on snowmobiles. Snowmobile registration information is maintained in other states and TLETS users can obtain this information through the Nlets network.

Agency/Case Data

Originating Agency Code (ORI)

Nlets Destination Code (DRI)

Snowmobile Data

Registration Number (REG)

Vehicle ID Number (VIN)

Person Data

Name (NAM)

Date of Birth (DOB)

Special Options

Control Field (CTL)

Positive Snowmobile Registration Responses (SR) may contain the following registration information:

- Snowmobile Registration Number
- Expiration Date
- VIN
- Owner Name
- Owner Date of Birth
- Color
- Year Built
- Power (Engine Size)

Other possible responses to a query are:

NOT ON FILE

TEMPORARILY UNAVAILABLE

USER DOES NOT RESPOND TO MESSAGE TYPE — Nlets WILL NOT FORWARD TO XX
(where XX = two character user code)

Query Snowmobile Help

To obtain detailed or supplemental information on a state's snowmobile registration files, send an Administrative Message (AM) to XXSNOW000 (where XX = 2 character state code).

A user also may determine who is providing automated responses to SQ inquiries and who has HELP files by sending an AM to "XXBASHELP" (where XX= 2-character state code).

Section 6: Combination Forms

By the end of this training session, the student will be able to:

- Compare the purposes of the combination forms that inquire into several NCIC and TCIC files at the same time.

Combination Forms

Combination forms allow a user to enter data into a single form that when transmitted to the TLETS Switcher, the data will be automatically re-formatted to the specific forms required for the desired stolen/wanted and/or registration/driver license check.

Registration/Stolen/Driver License with Wanted Check (RSDW)

This transaction form allows users to run vehicle registration and stolen checks and/or driver license and wanted person checks by name (NAM) both in state and/or out-of-state in a single transaction. This form cannot be used for states with unique inquiry requirements.

Agency/Case Data

- Originating Agency Code (ORI)
- Destinations (DST)
- Regional Database

Vehicle Registration/Stolen Vehicle Inquiry Data

- License Plate (LIC)
- *Year (LYR)*
- *Type (LIT)*
- Vehicle ID Number (VIN)
- *Year (VYR)*
- *Make (VMA)*
- *Registration Type (RGT)*
- *Financial Responsibility Type (FRT)*

Driver License/Wanted Person Inquiry Data

- Name (NAM)
- *Expanded Name Search (ENS)*
- *Sex (SEX)*
- *Race (RAC)*
- *Date of Birth (DOB)*
- *Extended Date of Birth Search (EBS)*
- *Enter X for Complete DL History*
- *Image Request (IMQ)*
- *Reason (RSN)*
- *Email Address (EML)*
- *Commercial DL (CDL)*

Special Options

- Control Field

Registration/Stolen/Driver License with Wanted Check (RSDWW)

This transaction form allows users to run vehicle registration and stolen checks and/or driver license and wanted person checks by driver license number (OLN) both in state and/or out-of-state in a single transaction. This form cannot be used for states with unique inquiry requirements.

Agency/Case Data

- Originating Agency Code (ORI)
- Destinations (DST)
- Regional Database

Vehicle Registration/Stolen Vehicle Inquiry Data

- License Plate (LIC)
- *Year (LYR)*
- *Type (LIT)*
- Vehicle ID Number (VIN)
- *Year (VYR)*
- *Make (VMA)*
- *Registration Type (RGT)*
- *Financial Responsibility Type (FRT)*

Driver License/Wanted Person Inquiry Data

- License Number (OLN)
- *Enter X for Complete DL History*
- *Image Request (IMQ)*
- *Reason (RSN)*
- *Email Address (EML)*
- *Commercial DL (CDL)*

Special Options

- Control Field

Master Query

The Master Query transaction form allows users to run vehicle registration and stolen checks and/or driver license and wanted person checks both in state and/or out-of-state in a single transaction. It also allows users to access stolen article, stolen gun, stolen boat and boat registration information. This form cannot be used for states with unique inquiry requirements.

Agency/Case Data

- Originating Agency Code (ORI)
- Destinations (DST)
- Regional Database

Vehicle Registration/Stolen Vehicle Inquiry Data

- License Plate (LIC)
- *State (LIS)*
- *Year (LYR)*
- *Type (LIT)*
- Vehicle ID Number (VIN)
- *Year (VYR)*
- *Make (VMA)*
- *Financial Responsibility Type (FRT)*

Driver License/Wanted Person Inquiry Data

- Name (NAM)
- *Expanded Name Search (ENS)*
- *Sex (SEX)*
- *Race (RAC)*
- *Date of Birth (DOB)*
- *Extended Date of Birth Search (EBS)*
- License Number (OLN)
- Commercial DL (CDL)
- Enter X for Complete DL History
- *Image Request (IMQ)*
- *Reason (RSN)*
- *Email Address (EML)*

Stolen Article Inquiry Data

- Serial Number (SER)
- *Type (TYP)*

Stolen Gun Inquiry Data

- Serial Number (SER)
- *Make (MAK)*

Boat Registration/Stolen Boat Inquiry Data

- Boat Hull Number (BHN)
- Registration Number (REG)

Section 7: Nlets/TLETS Inquiries

By the end of this training session, the student will be able to:

- Explain the importance of National Insurance Crime Bureau in assisting law enforcement with auto theft and auto fraud.
- Identify the various databases available through the National Insurance Crime Bureau.
- Compare the information that is included in a National Insurance Crime Bureau return.
- Explain the process and benefits of the National Crime Insurance Bureau license plate reader program.
- Describe the importance of having VINAssist and how to obtain it from National Crime Insurance Bureau.
- Identify the data required to make an inquiry into the Nlets Commercial Vehicle Information System file and compare the information included in a return.
- Identify the data required to make an inquiry into the Nlets LoJack file and compare the information included in a return.
- Identify the data required to make an inquiry into the Nlets International Fuel Tax Association file and compare the information included in a return.
- Identify the information required to make an HAZMAT inquiry and where that information can be obtained.
- Compare the information that is included in a HAZMAT return.
- Explain the process for making weather and road inquiries including the various parameters.
- Identify the data required to make an inquiry into the Nlets Concealed Weapons Permit Information file and compare the information included in a return.
- Identify the data required to make an inquiry into the Nlets Parole, Probation, and Corrections file and compare the information included in a return.
- Identify the data required to make an inquiry into the Nlets Wildlife Crime Information System file and compare the information included in a return.

- Explain the process for making inquiries into the Interstate Identification Index and the individual state repositories.
- List the criminal history request purpose codes and define their uses.
- Restate criminal history record related laws and policies for law enforcement and criminal justice agencies.
- Identify the types of inquiries with Canadian access available through TLETS and Nlets.
- Compare the difference in the information that is included in each type of return on an inquiry with Canadian access.
- Locate the Nlets Canadian inquiry help file.
- Explain the importance of an INTERPOL inquiry in assisting law enforcement for persons or property outside of the United States.
- Identify the types of inquiries available through INTERPOL.
- Compare the difference in the information that is included in each type of INTERPOL return.
- Identify the various databases available through the Law Enforcement Support Center.
- Compare the information that is included in a Law Enforcement Support Center return.
- Describe the process hit confirmation with the Bureau of Customs and Border Protection.
- Identify the data required to make an inquiry into the Nlets Bulk Cash file and compare the information included in a return.
- Identify the data required to make an entry into the Nlets National Drug Pointer Index System and compare the information included in a return.

Nlets/TLETS Inquiries

National Insurance Crime Bureau and National Vehicle Services

The National Insurance Crime Bureau (NICB) is a crime prevention organization assisting law enforcement in the prevention, detection, and prosecution of the financial crimes of theft, fraud, and arson relating to personal property. The NICB main office is located in Des Plaines, Illinois with area offices in California, Florida, Washington, Virginia, Illinois, Connecticut, New York and Irving, Texas. Each office can be reached directly via Nlets. The main office is open Monday through Friday from 7 am to midnight; however a representative is on call for emergencies after hours, weekends and holidays.

NICB resources include a staff of strategically located special agents available to assist law enforcement in matters related to theft, fraud, and arson. Each special agent is always on call to provide assistance to law enforcement in the identification of vehicles under investigation. Special agents are highly qualified investigators and experts in identifying vehicles on which identifying numbers have been removed, changed, altered, or obliterated. Special agents participate in training programs for law enforcement officers charged with the responsibility of theft, fraud, and arson investigations.

NICB publishes manuals and software for assisting law enforcement in the investigation of the financial crimes of theft, fraud, and arson. VINASSIST is a personal computer based software package that assists VIN users in detecting and correcting VIN errors. Once a VIN has been corrected with VINASSIST, checking NICB's assembly and shipping records can verify it for accuracy. VINASSIST is available free of charge for directing requests via Nlets to NICB's Information Systems Division.

NICB publications are available free of charge to law enforcement agencies.

Manual	Description
Passenger Vehicle Identification Manual	Furnishes identification techniques for motor vehicles, engines, and transmissions, in addition to a brief summary of vehicle and marine laws and regulations
Commercial Vehicle Identification Manual	Covers truck tractors, light-duty trucks, diesel engines, commercial trailers, recreational vehicles, farm, construction, and off-road equipment
VIN Location Pocket Guide	A quick reference to be carried by field personnel
NICB Annual Report	Monitors trends in vehicle theft and fraud

For more information contact the NICB area office:
Fred Lohmann - Director of Operations
flohmann@nicb.org
972-739-6026 or 888-241-8127
FAX 972-739-6027

NICB maintains a rapidly expanding national and international index of more than 250 million records related to vehicles including manufacturer's shipping and assembly, vehicles imported and exported, thefts, impounds, salvage, auction, pre-inspection, vehicle claim, rental, theft, theft (recovery) and NCIC/CPIC cancels. To track a motor vehicle's complete life cycle from birth to death, the database is designed to include vehicle liability, physical damage, and related homeowner claims. NICB files include data on passenger vehicles, multipurpose vehicles, trucks, trailers, motorcycles, snowmobiles, construction and farm equipment, boats, and uniquely identifiable parts.

National Vehicle Services (NVS) incorporated in the state of Illinois with the sole purpose of assisting law enforcement, vehicle finance, insurance, rental car companies and the public in protecting vehicle assets. NVS's service assistance is in response to current vehicle theft, vehicle fraud and theft by deception.

NVS aspires to be widely recognized as the world leader in providing unique vehicle theft and fraud solutions to the law enforcement community, vehicle finance, insurance and rental car industries and other vehicle related organizations. They also offer vehicle impound, lien, online auction (E-Bay), OCRA (Mexican Stolen), Private LPR and Junk and Salvage data at no costs to LEAs.

NVS contact information:
Email: n.v.s@att.net
Phone: 708-429-0123
Web Address: www.nvsliens.org

James (Jim) Spiller
NVS President and CEO
Email: js.spiller@att.net
Phone: 219-730-9945

Query All NICB Files (NAQ)

Agency/Case Data

- Originating Agency Code (ORI)

Vehicle Data

- Vehicle ID Number (VIN)

Special Options

- Nlets Control Field

NICB Query / Response

NICB provides automated access to twelve different files:

- | | |
|--------------------------------|---------------------------|
| • Impound File | • Pre-Inspection File |
| • Export File | • Vehicle Claim File |
| • Manufacturer's Shipping File | • Rental File |
| • Salvage File | • Theft File |
| • International Index File | • Theft (Recovery) File |
| • Auction File | • NCIC/CPIC Canceled File |

All Files Inquiry (NAQ)

The possible queries/responses (NAQ/NAR) are described below. If NICB has no information for a particular field, the field header will not appear on the response.

Impound/Export File Query (NIQ)

Impound responses indicate that the vehicle has been impounded, but does not tell whether or not the vehicle was claimed or remains on the lot. An Export File response indicates that a vehicle has been exported out of the country, but it does not indicate if the vehicle has been returned to the country.

Manufacturer's Shipping File Query/Response

Shipping responses indicate to whom, when and where a vehicle has been shipped. If only a partial VIN is available enter the last 8 characters of the VIN. In order to identify the VIN as partial to NICB the user MUST preface the partial VIN by the word "PARTIAL". For example a partial VIN would look like this: VIN/PARTIAL24657490. Note that there is no space or separator between the word "PARTIAL" and VIN. When a partial VIN search is requested only the manufacture's shipping file will be searched.

Salvage File Query/Response

Salvage responses indicate that the vehicle has been damaged (cause of loss) and what the cash value is of the vehicle prior to the loss, the received value and the appraised value.

International Index Salvage Query/Response

NICB maintains records of stolen or salvaged vehicles for Canada, Germany, France and Sweden. NAQ queries will check this index and return any hits. Users should contact NICB if a hit is obtained on these records.

Auction File Query/Response

Auction responses include those records that are processed through auction houses prior to the sale and sent to NICB.

Pre-Inspection File Query/Response

Pre-inspection responses occur when vehicles are run through an authorized inspection center in several states and pictures are taken of the vehicle including the VIN plate. The photos are then sent to a specific company for examination and then run through the NICB's VINASSIST program. If they do not pass this edit, these records are put into the NICB system.

Vehicle Claims File Query/Response

Vehicle claim responses contain information on physical damage to a vehicle. After the insurance adjuster or appraiser files his report, he sends a copy to a vendor used specifically for physical damage estimates. They in turn process the claim and forward it to NICB. By doing this, it will raise a red flag to the appraiser if a claim has been duplicated.

Rental File Query/Response

Several rental car agencies provide and maintain a complete inventory on the NICB system. When impounds or exports are processed, they are automatically checked against this file. To qualify for entry on the NICB file, the vehicle must be added to a fleet, missing, never returned, located or taken out of a fleet.

NICB Theft Record/Recovery Query/Response

While NCIC and CPIC active theft records are not available to law enforcement through NICB, member company thefts, both active and inactive, are displayed when querying NICB by VIN. This allows an agency to deal directly with the member company when appropriate. The recovery information mirrors the theft record except that vehicle recovery information is also displayed.

NICB and NCIC Stolen Vehicle Entries

NICB has a mirror image of NCIC's stolen vehicle file. Every stolen vehicle entered on NCIC will be passed to NICB by NCIC. NICB will enter this record on their file and interrogate Impound (last 60 days entries), Export, Auction and International Index Files. If a VIN match is made, the following message will be forwarded via Nlets ("AM" message) to the entering agency:

THIS IS TO NOTIFY YOU THAT THE VEHICLE YOU ENTERED INTO NCIC,
VIN/12345671234567890, IS IN THE NICB DATABASE. BELOW IS THE NICB RELATED
VEHICLE RECORD. THIS MAY ASSIST YOU WITH ANY FOLLOW UP INVESTIGATION.
(followed by matching NICB record)

NCIC/CPIC Canceled Record Query/Response

NICB maintains NCIC canceled records online dating back to 1972. NICB provides an immediate response, unlike NCIC where an offline search is required to search historical data. Canadian Police Information Centre (CPIC) canceled records search back to 1996.

Impound/Export File Query (NIQ)

Impound responses indicate that the vehicle has been impounded, but does not tell whether or not the vehicle was claimed or remains on the lot. An Export File response indicates that a vehicle has been exported out of the country, but it does not indicate if the vehicle has been returned to the country.

Agency/Case Data

- Originating Agency Code (ORI)

Vehicle Data

- Vehicle ID Number (VIN)

Special Options

- Control Field

Commercial Vehicle Information

The Performance and Registration Information Systems Management file (PRISM) provides Nlets users with access to safety information on motor carriers and the vehicles that are assigned to those motor carriers. The PRISM system is managed by the Federal Motor Carrier Safety Administration of the U.S. Department of Transportation and contains information on all motor carriers who have been assigned a US Department of Transportation Number (DOT Number). The Safety and Fitness Electronic Records (SAFER) System provides the capability to query licensing and insurance data. Nlets users can access the PRISM Target File and SAFER system through an Nlets Carrier Status Query (ACQ) or an Nlets Vehicle Status Query (AVQ).

Commercial Vehicle Information System Access (ACQ/AVQ)

Agency/Case Data

- Originating Agency Code (ORI)
- US DOT Number (DOT)

License Plate Data

- *License Plate (LIC)*
- *Plate State (LIS)*

Vehicle Data

- Vehicle ID Number (VIN)

The response will include information on the following:

- | | |
|------------------------------------|--------------------------------|
| • Name of Carrier | • MCSIP Date |
| • Doing Business As | • SAFESTAT Score and Date |
| • Address | • Taxpayer ID Type |
| • Carrier File Date | • Taxpayer ID Number |
| • Carrier Target Date | • Date of Last MCMIS Update |
| • Date of Target/History Indicator | • User ID of Last MCMIS Update |
| • MCSIP Step | |

One of the information items is a Motor Carrier Safety Improvement Process (MCSIP) rating which is a two-character code. This MCSIP 'Step' indicates a motor carrier's safety status.

LoJack Transactions

LoJack is a Stolen Vehicle Recovery System currently operational in several states. The LoJack system components include computer systems interfaced to Law Enforcement agencies in such a way that the entry of a stolen vehicle report by law enforcement will result in the activation of a LoJack Unit in the stolen vehicle so the police can quickly find and recover the stolen vehicle.

Stolen Vehicle Recovery Network Notifications (LQ)

Agency/Case Data

- Originating Agency Code (ORI)

Message Text (TXT)

- Reply Code (LRC)
- SVRN will be notified that the above code has appeared
- To instead activate this code in SVRN, place an X here

When the stolen vehicle is activated, police vehicles equipped with LoJack tracking devices receive signal strength, direction, and a 5 character Reply Code from the stolen vehicle. When the 5 character reply code is queried, the law enforcement system returns the stolen vehicle report so they can identify and recover the stolen vehicle. When the stolen vehicle report is canceled or cleared, the stolen vehicle signal is automatically de-activated.

More information about LoJack can be found at their web site <http://www.lojack.com/>.

International Fuel Tax Association (IFTA)

The purpose of the International Fuel Tax Association (IFTA) transaction is to identify companies severely delinquent in paying their fuel taxes. The IFTA index is created under the authority of IFTA and they will be responsible for its accuracy and keeping it up to date. The inquiry will search the IFTA database and return exact matches based upon the Federal Identification Number (FEI).

Query International Fuel Tax Association Index (FQC)

Agency/Case Data

- Originating Agency Code (ORI)

Company Data

- Federal ID Number (FEI)

Special Options

- Control Field (CTL)

Use transaction FQC to inquire the International Fuel Tax Index. This resource provides the roadside enforcement officer with access to information regarding the status of carrier fuel tax payments based on the IFTA Federal Identification Number.

Agencies can request information from the IFTA File by the Federal Identification Number (FEI). IFTA will search its index. Multiple responses could occur if more than one state or province has entered a company in the file. When a hit is made, the system will access the contact information for the state or province that entered the record and provide the following information:

- Company Name
- Federal ID Number
- DOT Number
- Date of Entry
- Contact Name
- Contact Name
- Contact Phone Number
- Alternate Phone Number
- FAX Number
- Text Message Advice

Hazardous Material File (MQ)

The inquiry will be made on a four digit internationally recognized code called a "UN Number". This number, normally found on a placard on the vehicle, will relate directly to the hazardous material therein.

Agency/Case Data

- Originating Agency Code (ORI)

Hazardous Material Data

- United Nations Number (UNN)

Special Options

- Control Field (CTL)

The response will indicate a variety of information including:

- Chemical Name
- Personal Safety Precautions
- General Handling Procedures
- Disposal Methods
- Degree Of Hazard To Public Health
- Availability Of Countermeasure Materials

The database is housed and maintained by the Nlets system in Phoenix, Arizona. The base file and updates are provided to Nlets by the Department of Transportation and, with a few minor exceptions, will mirror the Department of Transportation's (DOT) Emergency Response Guide. Although CHEMTREC does not have a direct link in this process, every response from Nlets will direct the user to contact CHEMTREC at 800-424-9300 if an actual emergency exists. CHEMTREC can provide one on one contact and may have additional and/or more detailed information on the chemical in question.

Road Weather Transactions (HQ)

Agencies can request out-of-state road and weather information by using transaction HQ through Nlets to a participating state. A road/weather information file will be maintained by each participating state. Inquiries and responses are exchanged via Nlets similar to the way motor vehicle inquiries and responses are exchanged.

Agency/Case Data

- Originating Agency Code (ORI)
- Nlets Destination Code (DRI) – up to five DRI.

Special Options

- Control Field (CTL)

The NOAA weather wire services (NWWS) are now transmitted to the states via the Nlets network. This allows states to select between various weather data options that affect their state. The steps required to setup an account to receive NWWS/Nlets messages can be obtained at <http://www.nws.noaa.gov/nwws/nletsaccsetup.html>.

The Nlets Road/Weather Program can be obtained by sending an Administrative Message (AM) to the ORI "NXWTHHELP". Should Nlets users choose to send weather inquiries to any of the states listed as not participating, they should not expect a response of any kind. This does not preclude requesting weather conditions for a specific community or area using an administrative (AM) message.

Concealed Weapons Permit Information (CWQ)

Concealed weapons permit information between state, local and federal law enforcement and criminal justice agencies is available through Nlets. The Concealed Weapons Permit Information System provides a standardized, secure and efficient method for states that have automated concealed weapon permit (CWR) systems to respond automatically (without manual intervention) to requests (CWQ) from other states over Nlets. Those states without automated systems should respond manually or notify Nlets of their inability to participate (CWR). In these cases, Nlets will return a standard "not available" response.

Agency/Case Data

- Originating Agency Code (ORI)
- Nlets State Code (DRI)

Person Data

- Name (NAM)
- Date of Birth (DOB)
- Social Security Number (SOC)
- Permit Number (PER)

Special Options

- Control Field (CTL)

A response (CWR) will be returned with the notification that a permit does or does not exist, its status, and a physical description of the owner.

Parole, Probation, Corrections Transactions (PAQ)

TLETS agencies can request out-of-state parole, probation or corrections information by using four types of queries:

Query	Description
PPQ	Access parole information from a state.
PBQ	Access probation information from a state.
PCQ	Access corrections information from a state.
PAQ	Interrogates PPQ, PCQ, PBQ files within a state.

Only criminal justice agencies authorized to access criminal records will be allowed to inquire through Nlets. Some states treat this type of information as criminal history and some do not. Therefore, inclusion of the purpose code and attention fields is optional.

Some states may not support a Parole, Probation or Corrections file. Nlets will reject the inquiry if a state does not support the file. It is not required that a state provide an automated response to a Parole, Probation or Corrections query. If a manual response is forthcoming, the state will generate a message notifying the inquirer of this fact. The state HELP files should include this information.

If a state does not require the PUR and ATN fields and the Parole, Probation or Corrections inquiry includes them, the state will ignore these fields and process the inquiry normally. Nlets accepts purpose codes of C, F, D, or J created by NCIC.

Query by Parole, Probation and Corrections (PAQ)

Agency/Case Data

- Originating Agency Code (ORI)
- Nlets Destination Code (DST)
- Attention of Recipient (ATN)
- Purpose Code

Person Data

- Name (NAM)
- Sex (SEX)

Date of Birth (DOB)

- Social Security Number (SOC)
- FBI Number (FBI)
- State Identification Number (SID)
- Miscellaneous Number (MNU)

Special Options

- Control Field

Registration Responses include:

- Name
- Address
- Date of Birth
- Physical Description
- Social Security Number
- County of Registration
- Date of Registration
- Release/Sentence Date
- Next of Kin
- Employer
- Employer Address
- Driver License Number
- Driver License State
- Driver License Expiration

Wildlife Crime Information System Inquiry (WLQ)**Agency/Case Data**

- Originating Agency Code (ORI)
- Nlets State Code (DRI)
- Attention of Recipient (ATN)
- Purpose Code (PUR)

Person Data

- Name (NAM)
- Date of Birth (DOB)
- Social Security Number (SOC)

Special Options

- Control Field (CTL)

Records can be searched using a combination of Name and Date of Birth, or Name and Social Security Number. Depending on each state's system capabilities, separate returns could occur if a user searched both combinations listed.

Criminal History Record Information Transactions (CHRI)

Nlets users can retrieve Criminal History Record Information (CHRI) and CHRI-related information from state and local law enforcement and criminal justice agencies using a standardized, secure and efficient method.

This capability allows states that have automated criminal history systems to respond automatically (without manual intervention) to requests from other states over Nlets. Those states without automated systems should respond manually.

The Nlets inquiries are used to retrieve criminal history records that are not available on NCIC's Interstate Identification Index (III) system. It should never be used as a substitute for the NCIC III system, but rather as a secondary inquiry after the user has inquired through NCIC III and received no record or received a record but feels that there could be additional data on the state file.

Initial CHRI Inquiry (IQ)

Identity CHRI Query is used to request identification information on a subject using three different identifiers: Name (NAM), Social Security Number (SOC) or Miscellaneous Number (MNU). There are five combinations of data inquiry elements that can be sent by the requestor. Response(s) will be returned and the requestor will select the desired record and submit a Full Record Query (FQ) on the state identification number (SID). The corresponding response (FR) will return the full record on file.

Agency/Case Data

- Originating Agency Code (ORI)
- Nlets State Code (DRI) – up to five DRI.
- Attention of Recipient (ATN)
- Purpose Code (PUR)
- Reason for Inquiry (RFI)

Person Data

- Name (NAM)
- *Date of Birth (DOB)*
- *Sex (SEX)*
- *Race (RAC)*
- *Social Security Number (SOC)*
- *Miscellaneous Number (MNU)*

Canadian Person Data

- Name (NAM)
- *Date of Birth (DOB)*
- *Sex (SEX)*
- *Request Additional Records (RAR)*

CHRI Purpose Codes

Criminal history record information to and from Texas agencies is allowed using purpose codes: C, J, F and D. Nlets also accepts these purpose codes that were created for use on NCIC III. CHRI requests using any other purpose codes of C, J, F, or D cannot be processed. It is recommended to send an Nlets administrative message back to the requestor advising that Texas agencies are prohibited from running CHRI for any purpose other than C, J, F and D.

Nlets message types of IQ, FQ, AQ, and AR are the ONLY authorized types of messages for exchanging CHRI. If an agency attempts to request any CHRI related information by sending an administrative message (Nlets message type "AM") CHRI record information must not be provided to a requestor. It's recommended to a send an Nlets administrative message back to the requestor asking they resubmit the request using the authorized Nlets CHRI formats.

This assures that Nlets/TLETS users comply with Federal and Texas State laws and regulations governing the exchange of criminal history information.

The Purpose Codes are defined as follows:

Code	Explanation
C	Must be used when the IQ, FQ or AQ is for official duties in connection with the administration of criminal justice.
J	Must be used when the IQ, FQ or AQ involves employment with a criminal justice agency or the screening of employees of other agencies over which the criminal justice agency is required to have management control. Criminal justice employment has been separated from other criminal justice purposes due to the requirement of some state agencies.
F	Must be used by criminal justice agencies in all states for screening applications for firearms and related permits. This includes firearms dealers, firearms purchases, carriers of concealed weapons, explosive dealers and users, and lethal weapons dealers and users, but only when a Federal, state or local law/ordinance exists making the criminal justice agency responsible for the issuance of the licenses/permits.
D	Restricted to use by civil or criminal courts only and ORI must end with letter J or D when hearing civil domestic violence or stalking cases. This purpose code shall not allow access to State sealed records.

Reason for Inquiry (RFI)

In accordance with the CJIS Security Policy, agencies must be as specific as possible in the Reason for Inquiry field to help identify why CHRI transactions have been run through the TLETS system. Agencies must include the specific reason why the CHRI transaction is being made. Examples of RFI:

- Arrest - Include type : DWI, Assault
- Booking Classification
- Burglary Investigation
- DL Fraud Investigation
- Homicide Investigation
- Job Title or Number (with PUR/J)
- Missing Person, Entry or Validation
- Narcotics Investigation
- Protective Orders Entry or Validation
- TLETS Security Review
- Traffic Stop
- Warrant Arrest, Entry or Validation

While not required, a numerical reference will enable your agency to readily locate supporting documentation that validates a CHRI inquiry, should it be requested by TCIC or NCIC.

Examples of numerical references:

- Arrest Number
- Case Number
- Protective Order Number
- Warrant Number
- Call-for-Service Number
- CAD (Computer Aided Dispatch) Sequence Number

To obtain explanatory or supplementary information on a state's Criminal History Records, send an Administrative Message to XXSIRHELP (XX = State POE code).

Full CHRI Record Inquiry (FQ)

This format is used to retrieve a full CHRI record from a state and is normally used ONLY after the Initial CHRI Inquiry has been sent and the requestor has reviewed the hits. When an IQ inquiry is made and the state has a record on an individual the "IR" response will include a State Identification Number (SID). In order to retrieve a full record the requestor must next utilize this full CHRI record inquiry format

Agency/Case Data

- Originating Agency Code (ORI)
- Nlets State Code (DRI)
- Attention of Recipient (ATN)
- Purpose Code (PUR)
- Reason for Inquiry (RFI)

Person Data

- State Identification Number (SID)
- Canadian Identification Number (FPS)

Mailing Address Data

- *Department Postal Address (DPT)*
- *Building Postal Address (BLD)*
- *Address (ADR)*
- *City and State Postal Address (CIS)*
- *Zip Code (ZIP)*

Additional CHRI Information (AQ)

The AQ Query will be used to request supplemental information not available through the normal IQ/FQ or to request information from a local agency. This is a general free-form request for CHRI when all required data is not available.

Agency/Case Data

- Originating Agency Code (ORI)
- Nlets State Code (DRI)
- Attention of Recipient (ATN)
- Purpose Code (PUR)
- Reason for Inquiry (RFI)

Person Data

- Name (NAM)
- Sex (SEX)
- Race (RAC)
- Date of Birth (DOB)
- *Social Security Number(SOC)*
- *State Identification Number (SID)*

Message Text (TXT)

This includes requests for mailed records, photographs, fingerprint cards, dispositions, special handling of inquiries, and inquiries when the date of birth (DOB), Social Security Number (SOC), and Miscellaneous Number (MNU) are not available for the Initial CHRI Inquiry format. This message must be used to request information from a local agency.

Additional CHRI Information Replies (AR)

TLETS users can receive a request from another state for CHRI related information addressed to a specific local agency in Texas. . If a user receives a CHRI related request in the form of an Nlets message type "AQ" inquiry, use the mandatory Nlets message type "AR."

Agency/Case Data

- Originating Agency Code (ORI)
- Destination ORI (DRI)
- Attention of Recipient (ATN)
- Purpose Code (PUR)

Message Text (TXT)

Communicating with Canada

The Canadian Police Information Centre (CPIC) is a system similar to FBI/NCIC; it provides hot files, vehicle registrations and driver license status information. Additionally Canadian information is provided from several sources. It comes from several provinces that maintain their own files and the two territories that do not maintain their own vehicle registration and driver license files. Driver license status information comes directly from CPIC.

As a part of this interface, users within Canada can also obtain information from users in the United States. Since requests from Canada conform to formats currently in use, states are able to accept and send to Canadian ORIs.

Policy for Use of Information from Canada

The CPIC has both confidentiality and dissemination policies regarding the use of the information they provide. Within their CPIC Policy Manual (Chapter 1.2, Section 7, Paragraph 7.1) it states: "Information contributed to, stored in, and retrieved from CPIC is supplied in confidence by the originating agency for the purpose of assisting in the detection, prevention or suppression of crime and in the enforcement of law. This information must be protected against disclosure to unauthorized agencies or individuals." Paragraph 7.1, a. further states: "CPIC printouts or copies therefore pertaining to persons, vehicles, marine, and property files in the investigative data bank shall be disseminated only to those agencies approved by the CPIC Advisory Committee."

CPIC provides information but requires that the states restrict access to criminal justice agencies for criminal justice purposes. The only exceptions are those agencies or categories of agencies that have been specifically approved by CPIC to access their files through Nlets. These restrictions are nearly identical with those the states currently have in place for controlling access to criminal history information over Nlets (IQ/FQ/AQ) by their users. Per Canadian policy, under no circumstances shall any data be released outside the criminal justice system without specific written approval of the CPIC Advisory Committee.

Types of Information Available

The general types of information available fall under the following categories.

- Persons
- Vehicles
- Driver License
- Vehicle Registration
- Articles
- Guns
- Securities
- Boats
- Criminal History
- Administrative
- ORI Tables
- HELP

Reason Code (RSN)

Every fixed format hot file inquiry directed to Canada must have a reason code that indicates the general purpose of the request. Following is a list of the authorized reason codes.

Reason for Request	Code
Narcotics	N
Fraud (includes counterfeit documents)	F
Violent crimes (includes robbery, murder, rape, bombing, etc.)	V
Traffic Violations	T
Theft	S
Humanitarian	H

Person/Property in Sight (PPS)

Every inquiry directed to Canada's hot files must indicate whether the subject of the message is present or "in sight." The user will indicate "in sight" by entering a "Y" in this field (e.g. PPS/Y). If the inquiry is for investigative purposes or the subject of the message is not present or available place an "N" in this field (PPS/N).

Error Messages

All error messages generated by Canada as a result of a fixed format inquiry will be returned to the requester as a response to the inquiry. For example, an error on a driver license inquiry (message type = UQ) will be returned as a "UR" with a self-explanatory error message.

Status Messages

All status messages relating to the condition of the Canadian interface will be sent as an "SM" type message (as they are on the current Nlets network).

Persons File (WQ)

This Persons File is provided by the CPIC. It will include a variety of records, some not normally available from their United States counterpart, FBI/NCIC. Users could receive other records associated with a person record. These may reference vehicles, articles, guns, securities, or boats and will be appended to the person record.

Note the requirements for Person File transactions with Canada:

- Take no official action on any response from the Canadian PERSON FILE without obtaining specific instructions from Washington D.C., INTERPOL. This information is provided for officer safety and is to be used only in conjunction with other information the inquiring officer may have at his or her disposal at the time of inquiry.
- States must not programmatically generate inquiries to the Canadian PERSON FILE based on routine inquiries to their state wanted persons file, NCIC's wanted person file, or inquiries on driver's license by name and date of birth.
- On all inquiries to Canada the user must include the reason code (RSN/) indicating the reason for the inquiry and the person/property in-sight code (PPS/) indicating whether the person or property is in-sight of the officer actually making or requesting the information.

Types of Information from CPIC Persons File

<i>Wanted (WANT)</i>	This Refers to a person for whom a warrant has been issued by Provincial, Canada-wide and extraditable warrants are recorded on this file.
<i>Charged (CHGD)</i>	This refers to a person against whom legal proceedings have commenced in relation to a criminal code offense or an offense under a Federal statute, who is waiting final disposition, including any appeal, and for whom a warrant to arrest is not in force for that offense.
<i>Prohibited (PROHIB)</i>	This refers to a person against whom an Order of Prohibition is in effect with regard to liquor, firearms, vehicle driving (and boat operation), hunting or any other court or statute-imposed prohibition. Note: Individuals with revoked/suspended licenses will be returned as this type of record by CPIC. British Columbia however keeps their own status information and therefore on a WQ no status information will be provided for British Columbia licenses.
<i>Parole (PAROL)</i>	This refers to a person who has been convicted of a criminal offense and has been released on: <ul style="list-style-type: none"> • Parole • Day Parole • Life Parole • Mandatory Supervision • Temporary absence over 24 hours from a federal penitentiary
<i>Probation (PROB)</i>	This refers to a person who has been convicted or found guilty of an offense and: <ul style="list-style-type: none"> • Has been given a suspended sentence, or conditional discharge under section 736 (1) CC • Has been released on probation • Has been placed on peace bond, recognizance or restraining order • Is a young offender who is in "open custody"
<i>Refused (REF)</i>	This category has been incorporated into the CPIC file to meet the requirements of the Firearms Legislation of the Criminal Code. It is used to record data on a person who: <ul style="list-style-type: none"> • Has been refused the issuance of a Firearm Acquisition Certificate (FAC) • Has been refused the issuance of a Firearm Registration Certificate (FRC) • Had an FRC revoked

<i>Observation (OBS)</i>	<p>In the event a person is reported as being under "observation", take no action based on this information and do not divulge the existence of this information to any non-criminal justice personnel. This category is used to record data on a person who is:</p> <ul style="list-style-type: none"> • Suspected of committing criminal offenses and sufficient information is not available to prosecute • Known to be dangerous to himself/herself or to others • Involved in a serious criminal investigation, and confidential information as to his or her whereabouts is required <p>Only observation records containing information about an individual that may pose a danger to an officer will be returned to the inquirer. Other types of "observed" records that are kept merely for surveillance purposes will not be provided to the inquirer. There may be instances where a "silent hit" occurs. This means that the agency that entered the record will be notified that your agency inquired on his record but your agency will receive a "no hit" message. In some instances the agency may contact your agency in regard to this inquiry.</p>
<i>Missing (MISS)</i>	<p>This refers to a person:</p> <ul style="list-style-type: none"> • Reported missing, or • Who has been admitted/committed to a mental institution or hospital psychiatric ward and has left without permission or formal discharge (designated as an elopee), or • For whom a police agency has undertaken to assist in locating on compassionate grounds.

Query Wanted Person (WQ)

Agency/Case Data

- Originating Agency Identifier (ORI)
- Canadian Reason Code (RSN)
- Person or Property Sighted (PPS)

Person Data

- Name (NAM)
- Date of Birth (DOB)
- Sex (SEX)

Special Options

- Control Field (CTL)

Vehicle File (VQ)

This information is provided by the Canadian host system - vehicle file. It will include a variety of records, some not normally available from their United States counterpart, FBI/NCIC.

Requirements for Vehicle File transactions with Canada:

- Once it has been confirmed that the vehicle is the correct vehicle reported to be in question and the status of such vehicle, as reported by the CPIC system, is current and correct, it can be detained and/or impounded pending specific instructions from Washington INTERPOL and/or the Canadian agency that entered the vehicle into the CPIC system. The locating agency should immediately contact Washington INTERPOL for further instructions regarding the vehicle.
- States must not automatically generate inquiries to the Canadian vehicle file based on routine inquiries to their state stolen vehicle file or NCIC's stolen vehicle file.
- On all inquiries to Canada the user must include the reason code (RSN) indicating the reason for the inquiry and the person/property in-sight code (PPS) indicating whether the person or property is in-sight of the officer actually making or requesting the information.

<i>Stolen (V or VEHICLE)</i>	This refers to a vehicle that has been stolen, or taken from its rightful owner by the commission of a crime (a vehicle purchased from a dealer under false pretenses).
<i>Observation (OBSERVED)</i>	<p>A vehicle under observation is one which is connected with criminal activities and may or may not be related to a specific individual. Note the following important requirements for Vehicle File Observation transactions with Canada:</p> <p>In the event a vehicle is reported as being under observation, absolutely no action is to be taken by the inquiring officer. This information is provided solely for officer safety.</p> <p>Subjects present or associated with the vehicle must not be notified that the vehicle is reported under observation by the CPIC system. The inquiring agency should contact Washington INTERPOL for further instructions regarding the vehicle and/or occupants of such vehicle.</p> <p>There may be instances where a "silent hit" occurs. This means that the agency that entered the record will be notified that your agency inquired on their record but the user will receive a "no hit" message. In some instances the agency may contact the user in regard to this inquiry.</p>
<i>Crime (CRIME)</i>	Crime vehicles are those vehicles known to be connected to the commission of a crime, (e.g., hit and run, murder, robbery, etc.). They are entered on the system by an agency wishing to examine the vehicle for possible evidence such as fingerprints, paint samples, bloodstains, disguises, empty shells, etc.
<i>Abandoned (ABAN or ABANDONED)</i>	This refers to a vehicle that comes into its possession through abandonment, seizure (including seizure by bailiff), or impounding by other means.
<i>Pointer (PNTRV or POINTERVEH)</i>	This refers to a vehicle record whose function is only to "point" to a prime record in the system. For example, an individual wanted for a specific offense is entered into the system as a wanted person record. He is known to drive a particular car. The vehicle's particulars are entered on the system as a PNTRV record to point to the prime wanted person record should an inquiry be received concerning the vehicle only.

Query Stolen Vehicle (VQ)

Agency/Case Data

- Originating Agency Identifier (ORI)
- Canadian Province Codes
- Canadian Reason Code (RSN)
- Person or Property Sighted (PPS)

License Plate Data

- License Plate Number (LIC)

Vehicle Data

- Vehicle ID Number (VIN)

Driver License Files (UQ)

Requests to Canada for driver license information will also result in a check of the Person file located on the CPIC system. As a result of a single "UQ" inquiry users will receive responses from the provinces/territories (UR) and CPIC Person file (WR).

Inquiries to Canada must include the reason code (RSN) indicating the reason for the inquiry and the person/property in sight code (PPS) indicating whether the person or property is in-sight of the officer actually making or requesting the information.

The response will include suspended or prohibited driver status information for all province/territories except British Columbia who will provide the information from their own file. For those provinces that provide their own registration information, a message following a short line of asterisks will indicate that the query is being processed.

Take no official action on any response from the Canadian PERSON FILE without obtaining specific instructions from Washington D.C., INTERPOL. This information is provided for officer safety and is to be used only in conjunction with other information the inquiring officer may have at his or her disposal at the time of inquiry. In the event a person is reported as being under "observation," take no action based on this information and do not disclose the existence of this information to any non-criminal justice personnel.

Driver License Files - Province Territory (UR)

Only four provinces in Canada have automated driver license files. These four provinces also provide a search of either NAM and DOB or OLN depending on whether the inquirer includes the OLN in their inquiry. They are:

- | | |
|-----------|--------------------|
| • Quebec | • Alberta |
| • Ontario | • British Columbia |

When sending a Driver License Query (UQ) to an automated province, the user will receive:

- Person file check (includes any notification of driver license prohibition)
- Check of the Province's driver license file.

When sending a Driver License Query (UQ) to a non-automated province or a territory, the user will receive:

- Person file check (includes notification of driver license prohibition)
- Driver License Response (UR) message indicating that the province is non-automated and, if information other than status is needed, send an "AM" message directly to the province/territory for a manual check. The message will also contain the address of the province or territory as well as a copy of the inquiry that was sent.

Vehicle Registration Files (XQ)

This inquiry will result in a check of the province/territory registration file AND CPIC's Vehicle file. The user may search on either LIC or VIN. Note that LIY and LIT are not used for Canadian vehicle registration inquiries.

A single vehicle registration query (XQ) could result in both vehicle registration responses from the province/territory files (XR) and CPIC Vehicle file responses (VR). On all inquiries to Canada the user must include the reason code (RSN) indicating the reason for the inquiry and the person/property in-sight code (PPS) indicating whether the person or property is in-sight of the officer actually making or requesting the information.

Article File (CAQ)

Article records may be linked with other records on the CPIC system. These will be returned as a part of the initial response. Once the user has confirmed that the article is the correct article reported to be in question and the status of such article, as reported by the CPIC system, is current and correct, it can be impounded pending specific instructions from the Canadian agency that entered the article into the CPIC system. The locating agency can contact Washington INTERPOL for assistance regarding disposition of the article.

On all inquiries to Canada, the user must include the reason code (RSN) indicating the reason for the inquiry and the person/property in-sight code (PPS) indicating whether the person or property is in-sight of the officer actually making or requesting the information.

Types of article information available to United States users from the CPIC file:

- Stolen
- Lost or Missing
- Recovered, Found, or Seized
- Pawned or Loaned - Pawned or loaned status is defined as items of property which have been accepted from individuals as collateral for loans, and, for the purposes of the CPIC Property File, articles obtained by direct purchases where there is reason to believe they may have been stolen.

Gun File (CGQ)

Gun records may be linked with other records on the CPIC system. These will be returned as a part of the initial response. Each inquiry will cross search both the stolen gun file as well as the Canadian gun registration file. A gun is defined as any barreled weapon that can discharge a bullet or other missile, or any imitation of such a weapon.

The types of weapons include:

- | | |
|------------------------------------|--|
| • Revolver or pistol | • Automatic weapons, e.g. machine guns/pistols |
| • Rifle | • Signal flare, rocket or gas guns |
| • Shotgun | • Air guns (rifle or pistol) |
| • Flint/cap/matchlock muzzleloader | |

Once the user has confirmed that the gun is the correct gun reported to be in question and the status of such gun, as reported by the CPIC system, is current and correct, it can be impounded pending specific instructions from the Canadian agency that entered the gun into the CPIC system. Locating agencies may contact Washington INTERPOL for assistance regarding disposition of the gun.

On all inquiries to Canada the user must include the serial number (SER), type (TYP), reason code (RSN/) indicating the reason for the inquiry and the person/property in-sight code (PPS/) indicating whether the person or property is in-sight of the officer actually making or requesting the information.

Types of gun information available to United States users from the CPIC file:

- Lost or Missing
- Recovered
- Pawned or Loaned - Pawned or loaned status is defined as guns which have been accepted from individuals as collateral for loans, and, for the purposes of the CPIC Gun File, guns obtained by direct purchases where there is reason to believe they may have been stolen.

Securities File (CSQ)

Securities records may be linked with other records on the CPIC system. These will be returned as a part of the initial response. Once the user has confirmed that the security is the correct security reported to be in question and the status of such security, as reported by the CPIC system, is current and correct, it can be impounded pending specific instructions from the Canadian agency that entered the security into the CPIC system. The locating agency can contact Washington INTERPOL for assistance regarding disposition of the security.

On all inquiries to Canada the user must include the reason code (RSN/) indicating the reason for the inquiry and the person/property in-sight code (PPS/) indicating whether the person or property is in-sight of the officer actually making or requesting the information.

Types of securities information available to United States users from the CPIC file:

- Stolen
- Lost or Missing
- Pawned or loaned
- Counterfeit
- Fraudulent and recovered securities such as bonds, currency, credit cards, ID's, traveler's checks and passports

There are ten different types of securities with each assigned a two-character type code.

Code	Type of Security
BD	Corporate bonds and debentures issued by corporations, including banks, trust companies, charitable/religious groups, credit unions and co-operatives
CC	Canadian-issued currency
CU	Foreign-issued currency
ID	Stolen, lost, or fraudulent identification documents
MO	Money orders and traveler's checks
PP	Canadian and foreign passports
SB	Federal, provincial and municipal bonds and debentures
ST	Stocks
VD	Vehicle documents
OT	All other security documents

Boat File (CBQ)

If a user needs registration information send an administrative request to CPIC (ORI = ON1000000) to complete a manual search. A boat is defined as a watercraft, which may be a small open vessel, a large vessel, or ship, propelled by oars, sails or engine(s). Users may also query the Boat File for information on stolen motors. The inquiry is made by serial number with an optional type code. Once a user has confirmed that the boat is the correct boat reported to be in question and the status of such boat, as reported by the CPIC system, is current and correct, it can be impounded pending specific instructions from the Canadian agency that entered the boat into the CPIC system. The locating agency can contact Washington INTERPOL for assistance regarding disposition of the boat.

On all inquiries to Canada the user must include the reason code (RSN) indicating the reason for the inquiry and the person/property in-sight code (PPS) indicating whether the person or property is in-sight of the officer actually making or requesting the information.

Types of boat information available to United States users from the CPIC file:

- Stolen
- Missing
- Abandoned

Criminal History File (IQ/FQ/AQ/AR)

The process for accessing Canadian criminal history records from the RCMP is the same as accessing criminal records in the United States, IQ/FQ/AQ. There are a few differences in the formats however. Canada's unique number assigned to an individual based on fingerprints is the "FPS" number. Canada has an optional field to access additional records when multiple hits on name inquiries are received. Enter the destination as "CN." Only agencies that are allowed access to the III file are allowed access to the Canadian criminal history file.

The Identification Data Bank at the Canadian Police Information Centre (CPIC) contains two categories of criminal record data which may be queried by U. S. agencies.

- Criminal name index containing an index of names and identity information on one or more individuals.
- Full criminal record, containing conviction history, a summary of police-related information and a list of police agencies who have contributed information to the subject's criminal record.

If there are any questions about the accuracy or timeliness of the information in a criminal record file, users can contact the RCMP Records Compilation Section at ORI = ON1007100.

Criminal Name Index Query (IQ)

The "IQ" is utilized when the agency does not have the FPS Canadian identification number. The FPS number is Canada's version of the FBI number; a unique number assigned to each criminal record and backed up by fingerprints. Response to this type of inquiry will provide personal identification information of one or multiple individuals. Normally, CPIC will return the three records that achieved the highest score. The user will have the option of retrieving additional records using the "RAR" optional field on a subsequent request. The user may request that more than three records be returned on the initial inquiry by including the "RAR" field in the initial inquiry with the number of records (up to 10) the user wishes to see.

Once the identification record(s) have been returned it is at the option of the inquirer to select the individual the user is interested in and submit an "FQ" in order to retrieve the full criminal record. This works very much like NCIC's QH/QR or Nlets interstate IQ/FQ procedures.

Off-Line Searches

The term "CPIC off-line search" refers to the method of processing and searching CPIC records in an off-line computing environment independent of the CPIC computer system. Whenever the query capability of the CPIC system cannot be used to search the CPIC database for known partial descriptions of Persons, Property, Vehicle, Boats or Boat Motors, a request for an off-line search can be submitted to the Support Services Unit, CPIC Secretariat Branch, CPIC Services, Informatics Directorate, at RCMP Headquarters in Ottawa (ORI: IC9000200).

The Support Services Unit maintains a series of programs to search all CPIC database records. These programs compare the partial descriptive information available for possible matching or close similarity to data already stored on the system. Output from these off-line search programs provides results in the form of listings which are forwarded directly to the requesting police agency. The following components of the CPIC database can be searched in an off-line environment.

All fields identified on the CPIC records pertaining to the Persons, Property, Vehicle or Marine files can be searched for partially known descriptive information. Computer tapes that record all query transactions performed by all Nlets users on the CPIC can be searched to determine location and movement of Persons and Vehicles. These logging tapes are held for a three-year period and any time frame within those three years an off-line search can be requested. Computer tapes that record all administrative type messages dispatched by all agency ORIs can be searched for a three-year period.

Registered Owner (RO) information stored on the centralized CPIC RO files for Saskatchewan, Manitoba, New Brunswick, Prince Edward Island, Nova Scotia, Newfoundland, Yukon and Northwest Territories can be searched for partial descriptions of vehicle and license. As well, computer tapes for the Alberta RO system are available for similar processing. Listings can be sorted by field such as make, model, year, or postal code.

Records on criminal record synopsis and criminal name index tapes contain all persons with criminal records, and can be searched for partial or a range of descriptions on height, weight, age, scars, marks and tattoos. Listings can be sorted by any of these fields.

For advice and consultation on requesting off-line searches, contact CPIC Support Services Unit at ORI: IC9000200.

Off-line Search Procedures

To request an off-line search of the Person, Property, Boat, Vehicle, Criminal Record/Criminal Name Index or vehicle registration/driver license files stored at CPIC Ottawa contact the Support Section, CPIC Services, RCMP Informatics Directorate at ORI: IC9000200. If you do not receive acknowledgment of your request from Support Services within 24 hours or the next working day, contact IC9000200 again for confirmation of receipt.

The requesting agency must assign a priority level to each off-line search requested. Support Services will attempt to provide results within the following time frames:

- **Urgent** - within 6 hours. The request is usually for information that is sought on major criminal investigations.
- **Routine** - overnight or the next working day.

Support Services Unit (IC9000200) is staffed during normal working hours (Ottawa time). After normal working hours, this ORI is placed on alternate route to the CPIC Computer Room, thus providing 24-hour capability to process URGENT operational off-line search requests.

Administrative Messages

Nlets users can send administrative messages to up to 5 destinations on the CPIC network. These messages are generally for investigative reasons of a broad nature, to request driver license information from non-automated provinces or to send broadcast messages of international interest. These messages will be reviewed by the U.S. National Central Bureau of INTERPOL in Washington, DC. Each message must contain the reason for the request and the requestor's name.

To broadcast an "AM" message, it must be addressed to "CN" for a country-wide broadcast. Only narrative messages dealing with urgent operational police matters will be considered for nationwide broadcast in Canada. Canada has NO facility for broadcasting messages to individual provinces therefore "AM" messages to 2-character province or territory should not be sent. These will be reviewed by INTERPOL in the U.S. prior to forwarding to Canada.

ORION

Canada has added records for their agencies to the Nlets ORION file. Users can access it the same way as they would a U.S. agency using the two character codes for the provinces or territories as the destination.

All Canadian ORIs are 7 characters but two zeroes are added to the end to make them 9 character ORIs.

HELP Files

There have been several HELP files assigned to Canada to assist the users in accessing this interface. The RCMP supports many of the files that are accessible through the interface thus there will only be a single HELP file for these. There will however be a HELP file for each province and territory for driver license and vehicle registration information.

Each province/territory in Canada has the following HELP files:

XXLICHELP	One for each province/territory
XXOLNHELP	One for each province/territory
Where XX	Province/territory code

Single HELP records exist for the following information:

HELP File	Explanation
CNGENHELP	General help information on Canada
CNLICHELP	General Vehicle Registration help information
CNOLNHELP	General Driver License help information
CNPERHELP	Wanted Persons help information
CNVEHHELP	Stolen Vehicles help information
CNSIRHELP	Criminal History help information
CNGUNHELP	Stolen Gun help information
CNSECHHELP	Stolen Securities help information
CNARTHELP	Stolen Article help information
CNBOTHELP	Boat/Motor help information

Interpol Transactions

Access to Interpol records via Nlets provides information on international wanted person, stolen vehicles, and stolen travel documents. All transactions to Interpol **MUST** have a destination of "IP." Message Keys Inquiries to Interpol include:

Initial Inquiry

- IPQ Wanted Person Query
- IVQ Stolen Vehicle Query
- ITQ Stolen Travel Document Query

Full Report

- FPQ Wanted Person Query
- FVQ Stolen Vehicle Query
- FTQ Stolen Travel Document Query

Interpol Member Countries

Because of constantly changing world political situations, it is not practical to publish a current list of countries that are INTERPOL members. Verification of the membership status of a specific country can be obtained from the United States National Central Bureau (USNCB) of INTERPOL in Washington DC by sending an administrative message (AM) to the ORI of DCINTER00.

INTERPOL Wanted Person Inquiry (IPQ)

Agency/Case Data

- Originating Agency Code (ORI)

Person Data

- Name (NAM)
- Date of Birth (DOB)

INTERPOL Stolen Vehicle Inquiry (IVQ)

Agency/Case Data

- Originating Agency Code (ORI)

Vehicle Data

- Vehicle ID (VIN)

INTERPOL Stolen Travel Document Inquiry (ITQ)

Agency/Case Data

- Originating Agency Code (ORI)

Document Data

- Document ID (DID)

INTERPOL Full Inquiry (FPQ/FVQ/FTQ)

Agency/Case Data

- Originating Agency Code (ORI)
- Interpol Query Type (MKE)
 - FPQ - INTERPOL Wanted Person Full Inquiry
 - FVQ - INTERPOL Stolen Vehicle Full Inquiry
 - FTQ - INTERPOL Stolen Travel Document Full Inquiry

Person/Document/Vehicle Data

- Entity ID (EID)

Name Information

Name of person that is the subject of query must include last and first name in the following format: Last, First Middle. Multiple last names, with or without spaces in between, are combined into the entered last name. Apostrophes are not entered. For last names conjugated by the letter "y," replace the "y" with a hyphen and join the names together. A single comma is required after the last name. Hyphens are permitted in the last name only; if a first or middle name is hyphenated, replace the hyphen with a space. If that creates more names than permitted, remove the space so the two formerly hyphenated names become one. The usage of surnames from different countries can often be confusing. For example, Hispanics generally use both their fathers and mothers last name, giving them a double last name. The first name of this double last name is generally the most important name for record check purposes. If one does not know how to place these names in the name fields on inquiries, misses could occur.

Hispanic First Names:

Many Spanish first names consist of more than one word, for example, Maria de Los Angeles, Maria de la Luz, and Maria del Carmen. When written with a prepositional phrase, the name should be treated as one first name. If the name is not recorded with a prepositional phrase, for example, Maria Luz or Maria Carmen, it should be considered first and middle names.

Hispanic Surnames:

Spanish and Hispanic persons customarily use the surnames of both parents. This double surname is derived from the first surname of the father and the first surname of the mother. Neither name is considered a middle name. The surname of the father precedes that of the mother. The two surnames may be connected by the word "y," which means "and." For example, Juan Gomez y Conde has Juan as a first name, Gomez as the surname of the father, and Conde as the surname of the mother. For recording purposes, all double last names are listed with the father's surname followed by the mother's surname. Juan Gomez y Conde would be recorded as Juan Gomez Conde.

The nationals of some South American countries do not, as a general rule, use both last names. If the subject comes from a country that uses both last names, but the subject only uses one, and it is his mother's surname, this will often indicate that the subject's parents were not married.

Hispanic Married Names for Women:

When she marries, a woman commonly drops the surname of her mother and adds the first surname of her husband, preceded by the preposition "de." This indicates she is the "wife of" that man. Maria Gomez Garcia, when married to Juan Martinez Ramirez, would become Maria Gomez de Martinez and will be recorded as Gomez de Martinez, Maria. Note that according to traditional Hispanic usage the woman's surname never changes. After admission to the United States, however, some women have adopted the American custom of using the husband's surname as their own. Maria Gomez de Martinez may begin to give her name as Martinez, Maria Gomez.

Asian Names:

When a sequence of two, three or four names appear, no part of which can be recognized as the first name, middle name or surname, the first part only is identified as the surname and the next parts used as the first name and middle name. When one of more names follows the surname, use only the first as the surname. Sometimes the surname will be in capital letters and the other names will be connected by a hyphen. In such cases the user may find the surname written either before or after the other names.

Name	Surname
Low Tai Yat	Low
Harry Yat Bun Sing	Yat
Soong Mei Ling	Soong

Middle Eastern Names:

When a sequence of two, three or four names appear, no part of which can be recognized as the first name, middle name or surname, the last part only is identified as the surname and the first part used as the first name.

Name	Surname
Mohammed Ali Jafir	Jafir

When a surname is preceded by an article such as "El" or "Al," it is considered to be part of the surname.

Name	Surname
Yousef Ben El Gazar	El Gazar

Name Inquiry format: LAST, FIRST MIDDLE OTHER

Additional Examples:

Subject has another name	Inquire using:
Mr. Reginald Charles Hogworthy	HOGWORTHY, REGINALD CHARLES III

Subject's last name is hyphenated or the letter y conjugates last names:	Inquire using:
Natalie Spencer-Windsor	SPENCER-WINDSOR, NATALIE
Jennifer M. Gomez y Garcia	GOMEZ-GARCIA, JENNIFER M
John Franklin al-Muhammad y Jones Jr.	AL-MUHAMMAD-JONES, JOHN FRANKLIN JR
Dr. Jeffrey Jay van de Muhammad Al-Akbariah	VANDEMUHAMMADAL-AKBARIAH, JEFFREY JAY

The last name is a compound name without a hyphen or the letter y:	Inquire using:
James F. FitzMaurice III	FITZMAURICE, JAMES F III
Mrs. Alice Fay McDonahue	MCDONAHUE, ALICE FAY
Jean Pierre Michael d'Lessandro	DLESSANDRO, JEAN PIERRE MICHAEL
Mr. Anthony Mark Van de Swelte	VANDESWELTE, ANTHONY MARK
Ms. Christina Michelle Jones O'Connor	JONESOCONNOR, CHRISTINA MICHELLE

The first name is compound:	Inquire using:
Billy Jack Harry Coe	COE, BILLY JACK HARRY
Velda-Mae Cook	COOK, VELDA MAE
Mary-Jo Ashley Heather McMahan	MCMAHAN, MARYJO ASHLEY HEATHER
Joanne Hurt	HURT, JOANNE
Jo Ann Okilahoe	OKILAHOE, JO ANN

The first or middle name is an initial:	Inquire using:
Mr. T. S. Elliot	ELLIOT, T S
Dr. Thornton M. Cogswell	COGSWELL, THORNTON M

Immigration Alien Transactions (IAQ)

The Immigration Alien Transaction provides timely information on aliens suspected of criminal activity and status information of aliens under arrest. A query transaction (IAQ) searches the eight service databases, NCIC and the Interstate Identification Index. The Law Enforcement Support Center (LESC) staff responds to the requesting law enforcement agency (IAR).

The information can be used for the following purposes:

- Assist with investigations
- Provide identification and background data on subjects for correctional departments
- Notify CBP of a subject's incarceration or placement on probation

The LESO is located in South Burlington, Vermont and operates on a 24-hour, seven day a week basis. For additional information, direct requests to:

Director, Law Enforcement Support Center
188 Harvest Lane
Williston, VT 05495
ORI: VTINS07S0
Phone: (802) 872-6000
FAX: (802) 288-1222

Due to the sensitive nature of the information to be provided by the LESO, only agencies authorized to request criminal record information over Nlets will be authorized to access the LESO. All queries sent to the LESO MUST contain the required fields of information. Any additional information supplied in the query will increase the probability of finding a positive record and enable a more informative response to be returned. Response times will vary dependent upon the return of individual state criminal histories and the extensiveness of the query. Immediately upon receipt of an inquiry, a computer-generated message acknowledging receipt will be automatically returned to the ORI.

INS Alien Inquiry

Responses

The LESC will provide an automated acknowledgment notifying the inquiring agency that his/her inquiry has been received and is being processed.

The positive message acknowledgment will read as follows:

YOUR MESSAGE WAS RECEIVED BY THE ICE-LAW ENFORCEMENT SUPPORT CENTER. WE WILL PROCESS YOUR INQUIRY AND RETURN A RESPONSE UPON COMPLETION OF THE ICE DATABASE SEARCH. END

Help

The LESC maintains a HELP file to provide additional information and may be accessed by sending an administrative message (AM) to AXSIRHELP. Assistance is also available through an administrative message (AM) sent to "AX."

Law Enforcement Support Center Files

The LESC searches multiple files after receiving a query via Nlets. A brief description of these follows.

Central Index System (CIS)

CIS is a centralized, computer-based information system that serves as the heart of USCIS mission support, both in areas of service benefits and law enforcement. The Central Index System contains data on the following:

- Lawful Permanent Residents
- Naturalized Citizens
- Violators of Immigration Laws
- Aliens with Employment Authorization Document (EAD) Information
- Others for whom the Service has opened alien files or in whom it has a special interest

CIS provides several major capabilities, including

- Searches the alien database by multiple criteria
- Displays summary level data on the alien

The major search keys are "Alien Registration Number (A Number)" and name. Variations of the Name Search are provided by allowing a direct search using Exact Name or a Sounds-like (Soundex) search using a similar sounding name of an alias name. In addition, the Name Searches allow other identifying information as secondary search criteria such as: Date of Birth, Country of Birth and Files Control Office. Date of Birth is the most often used secondary search criterion.

Computer Linked Application Information Management System (CLAIMS)

CLAIMS is an application processing system that provides information concerning the receipt, adjudication, and notification processes for applicants and petitioners of USCIS benefits, such as Employment Authorization Documents, Permanent Residency, etc. The current CLAIMS implementation combines several systems that support these processing requirements.

This system also provides information on the current status of a pending application of the aforementioned USCIS benefits.

Enforce Alien Removal Module EARM/EABM (ENFORCE)

EARM/EABM (ENFORCE) provides information on the status and disposition of deportation cases, and on the statistics and summary data representing cases by status type and other activities.

- Captures deportable data
- Tracks aliens who are arrested, detained or formally removed from the country,
- Produces deportation forms and reports
- Makes the information accessible online to Deportation Officers and other ICE users
- Maintains information on aliens detained by the Service and reports on this activity

Treasury Enforcement Communications System (TECS SQ94)

TECS SQ94 contains arrival, departure and additional information pertaining to nonimmigrant aliens entering the United States.

- Contains data on an individual's status
- Identifies individuals who may have over-stayed
- Provides statistical information to ICE managers
- Provides for queries based on biographical, classification, and citizenship data

Student and Exchange Visitor Information System (SEVIS)

SEVIS is the primary vehicle for identifying, locating, and determining the status or benefits eligibility of non-immigrant students and their dependents. It also contains information for Non Immigrant Exchange Visitors. Data is captured from forms relevant to foreign students and are available for query.

- This data includes requests for extensions, change of status, transfers, and employment authorization.

SEVIS also maintains records on approved schools, school officials, and current or past violations.

Enterprise Citizenship and Immigration Services Centralized Operational Repository (eCISCOR(CLAIMS4))

eCISCOR (CLAIMS4) is a casework management system that tracks the naturalization process of aliens seeking United States Citizenship. The data is captured from forms and applications submitted by aliens. The data includes general biographical background information, addresses, processing dates, interview dates and the disposition or current status of the application for US Citizenship.

Refugee, Asylum, And Parole System (RAPS)

RAPS is a comprehensive case management system that tracks the Refugee, Asylum, and Parole process of aliens in the United States. The information contained the RAPS is obtained from forms, applications, and interviews with the alien. The case status is tracked throughout the cycle, showing the status of the alien at time of entry, and the completion of the process. The data includes general biographical background information, addresses, processing dates, interview dates, and information regarding the outcome of hearings.

United States Visitor And Immigrant Status Indicator Technology (US-VISIT)

US-Visits supports the DHS's mission to protect our nation by providing biometric identification services to federal, state and local government decision makers to help them accurately identify the people they encounter and determine whether those people pose a risk to the United States.

Person Centric Query Service (PCQS)

PCQS is a centralized CIS search engine that combines searchable information from the following databases: AR11, ATS-P (Entry/Exit), CIS, CISCOR, CLAIMS 3 M/F, CLAIMS 4, CPMS, DoS-CCD, eCISCOR-RNACS, ENFORCE, FD28, MFAS, NFTS, SEVIS, TECS-INCIDENT, TECS-NCIC, TECS-SQ11, TECS-XING and US-VISIT. The data that is included is not all encompassing from the source databases and often requires further research.

Arrival Departure Information System (ADIS)

ADIS provides information gathered from Advanced Passenger Information System (APIS), United States Visitor and Immigrant Status Indicator Technology Automated Biometric Identification System (US-Visit IDENT), US Visit Exit processing, SEVIS, CLAIMS and CCD (Consular Consolidated Database). Under the Basic Search option using a Name and DOB we are able to gather Arrival and Departure information for travelers entering or leaving the United States.

Bulk Cash Smuggling Center

The Department of Homeland Security/Homeland Security Investigation's Bulk Cash Smuggling Center (BCSC) has discontinued its support of the Bulk Cash Smuggling inquiry through Nlets on 7/9/2014. TXDPS removed the BCQ message key from TLETS on 01/20/2015.

The Bulk Cash Smuggling Center identifies persons and/or vehicles involved in the illicit transportation or smuggling of bulk currency or monetary instruments, including:

- The direction, date and location of a person's most recent border crossing.
- The value (if any) of the currency declaration made (if any) incident to the most recent border crossing.
- The existence of an investigative interest in the person and/or vehicle, and the point of contact information for the investigative record holder.
- A determination of whether the subject is legally or illegally present in the United States.
- Additional remarks relevant to the request, or to any of the above five categories of information.

Request for information relating to Bulk Cash Smuggling should be directed to the BCSC via email bcsc@ice.dhs.gov or by phone 1-866-981-5332.

National Drug Pointer Index System

The National Drug Pointer Index System (NDPIX) is a nationwide, multi-jurisdictional automated information sharing system emphasizing increased cooperation among law enforcement agencies. Queries/Entries into NDPIX also checks against the National Virtual Pointer System (NVPS).

NDPIX is managed by the Drug Enforcement Agency (DEA) and operates at the Department of Justice computer center in Rockville, Maryland, via a secure communication connection to the Nlets network and is available 24 hours per day (less end-of-day maintenance), seven days per week.

NDPIX provides automated response "Point of Contact" (POC) information on active cases to state, local and Federal law enforcement agencies. Records are kept in the database for 180 days and then purged unless updated or renewed. Entry makers have the option of requesting lists of their records in the database.

To participate in this program a law enforcement agency signs a "Participation Agreement" with DEA and, in return, DEA assigns NDPIX User IDs and Passwords.

Agencies interested in learning more about this application should contact DEA's NDPIX Support Staff at 1-800-276-5558. They will provide brochures, participation agreement information or answer additional questions on NDPIX.

Processing of NDPIX transactions includes the following basic operations:

- A law enforcement agency submits an entry on a target who is under active investigation for violation of drug laws. The law enforcement agency can later update or renew the entry.
- The National Drug Pointer Index System (NDPIX) then:
 - Validates the record to assure that the transaction contains an authorized ORI, User ID and Password.
 - Validates the record to assure that it contains at least the mandatory fields of data and that the data fields are valid.
 - Notifies the entry maker of any errors found in the entry, update or renewal.
 - Adds the valid entry to the database or updates an earlier entry.
 - Searches the database for matches to the entry, update or renewal.
 - Sends POC information to the entry maker on up to 50 matchers and indicates when no matches had been found.
 - Sends the POC of the entry or update to owners of matching records.

Section 8: Administrative Message Procedures

By the end of this training session, the student will be able to:

- Identify the purpose of an administrative message.
- Explain the process and procedure of saving an administrative message.
- Indicate the addressing requirements for sending administrative messages through TLETS and Nlets.
- Compare the different uses for a formal administrative message and an informal administrative message.
- List the different parts of a message composition and their required/restricted format.
- List the seven types of administrative messages and the required/restricted format for each message.
- Explain the broadcast restrictions for each type of administrative message.
- Compare the differences between a statewide or region-wide request on TLETS and Nlets.
- Illustrate the process for sending non-critical information on the APB summary.
- Explain the procedure for submitting Attempted Child Abduction information to Texas Missing Persons Clearinghouse and the TXDPS Joint Crime Information Center.
- Describe the procedure for submitting a Law Enforcement Officer Flying Armed Administrative Message and the information included in the return.

Administrative Messages

An Administrative Message (AM) is:

- A criminal justice related point-to-point free form message.
- Differentiated from other Nlets traffic in that it is free form.
- May be used for practically any type of information transmission not associated with a specific message type.
- May ask for information or assistance.
- May be in response to a request from another agency.

An Administrative Message "law enforcement only" (AML) is:

- A "law enforcement only" related point-to-point free form message.
- May be used for practically any type of law enforcement only information transmission not associated with a specific message type.
- May ask for information or assistance.
- May be in response to a request from another agency.
- Nlets will insert the caveat "FOR LAW ENFORCEMENT DISSEMINATION ONLY" within the body of the message prior to sending.

General guidelines for statewide, regional or all-points messages:

- To request a statewide, regional, or all points message, all Nlets members must use an administrative message (AM/AML).
- Users should confine broadcast type messages to individual states, regions, or "community of interest" states.
- State broadcasts may be sent to up to **five** states.
- **Regional broadcast codes** and **two-character state codes** can be combined in the destination portion of the header.
- The general use of all-points messages is discouraged.
- Information related to officer safety (e.g. "armed and dangerous") should be placed at the front of the message on its own line to highlight it.

Administrative Message (AM)

Agency/Case Data

- Originating Agency Code (ORI)

Routing Data

- Destination ORI/Nlets Region Code (DRI) – up to 5
- Device Mnemonic (MNE) – up to 7
- Broadcast Group (BCG) – up to 3

Distance Broadcast

- Distance (DIS)
- *Starting Point (ALTDEV)*

Message Text

- Message Text (TXT)

Special Options

- Control Field (CTL)

Message Format

Message format is an established form of sending information from one agency to another or from one person to another. Use of proper message format in administrative messages is necessary to provide a standardized method for exchanging law enforcement and criminal justice information between the many agencies on the TLETS and Nlets systems.

Messages can be used for the following:

- Requests for information
- Replies with information
- Information broadcast to groups of agencies

Block form is used in message formatting with each part beginning at the left margin. Messages transmitted on the system will have single-line spacing between each part of the message.

There are two types of message formats used in teletype operations: **informal** and **formal**. If an agency has not formulated guidelines and operational procedures to be used in the selection of a format, the decision is the individual operator's responsibility. In either event the primary criteria for the selection should be which format can best be applied to the information sent to bring the most efficient response from the addressee.

Informal Messages

The Informal Message contains four parts

1. **Address**
2. **Reference**
3. **Text**
4. **Signature/Authority**

Note that these four parts spell the word "ARTS." Informal messages are also in block form as each part begins on the left margin.

Address

The first part of an informal message is the **Address**. The address of the informal message, like the formal message, is used to direct the message to the desired agency and is composed of the agency (which may be abbreviated), the city or county (include CO) which is never abbreviated. Like the formal messages, it can be directed to a specific person or division within an agency in order to route it to the addressee faster. Informal message format **should not** be used for out-of-state messages.

Example Address:

SO TRAVIS CO ATTN: SGT PEPPER

or

PD AUSTIN ATTN: HOMICIDE DIVISION

Reference

The second part of the informal message is the **Reference**. Informal messages requesting information do not necessarily contain a reference since it usually is the first message originated. It is applicable when there has been previous information on the same subject matter exchanged between agencies. The reference is composed of the requesting agency's message number, the agency name and the date of their message. The reference line may also be used

to identify the subject or topic of the material in the text, such as runaway, missing person, attempt to locate, bank robbery, etc. This part, like the message address, begins at the left margin.

Example Reference:

345 PD PARIS 123013

or

BANK ROBBERY 1300CST 123013 IN HUTTO

Text

The third and main part of an informal message is the **Text**. The text should begin one line below the address or if a reference is used one line below the reference line. Each line of the text should begin at the left margin. The text of the formal message should be kept as brief as possible without sacrificing clarity and accuracy. Telecommunication messages must be restricted to matters pertaining to valid law enforcement, criminal justice and other official police business items. Messages should be limited to pertinent and essential information. Short and easily understood words and phrases and common abbreviations should be used. Never use ten signals or words and phrases that convey no information such as; "PICK UP AND HOLD", "MODE AND DIRECTION OF TRAVEL UNKNOWN" and "BOLO". Courtesies such as please and thank you, as well as the use of slang and racial/ethnic terms should be avoided.

Text Example:

UNABLE TO LOCATE RUNAWAY JANE DOE AT 15 BRIDE ST ADDRESS IS VACANT
BUSINESS BUILDING

or

OUR AGENCY HAS INFORMATION THAT SUSPECT IDENTIFIED AS DUCK, DONALD WM
3'4 LSW GRN SHIRT BLU SHORTS POSSIBLY AT 1234 MAIN STREET THOUGHT TO BE
ARMED AND DANGEROUS KNOWN TO CARRY A KNIFE IF SUBJECT IS LOCATED
NOTIFY SGT GOOFY IN HOMICIDE AT 512-475-8473

Signature/Authority

The last part of an informal message is the **Signature/Authority**. The signature consists of the agency, the city/state and operators service. It begins at the left margin one line below the last line of the message text. The agency should be first and can be abbreviated. This is followed by the city/county which should NEVER be abbreviated. It is often desirable to include an officer's title and name or a specific division within an agency as an authority in order that replies to the original message will be directed back to them. If so, this should be the first line of the signature.

The final part of the signature is the operator's service. The operator service consists of the last name or initials of the operator, the day of the month in two-digit form, the time by 24-hour clock system and the time zone.

Signature/Authority Example:

PD AUSTIN BM 30 1157CDT

Request Example:

PD LUBBOCK ATTN COMMUNICATIONS	ADDRESS
	REFERENCE
ADV CONDITION PATRICK J GOODMAN ADMITTED METHODIST HOSP 123014 INJURED THREE CAR ACCIDENT IN LUBBOCK	TEXT
PD SLATON WH 30 1230CST	SIGNATURE/AUTHORITY

Reply Example:

PD SLATON	ADDRESS
WH 30 1230CST	REFERENCE
PATRICK J GOODMAN IN CRITICAL CONDITION	TEXT
PD LUBBOCK RL 30 1235CST	SIGNATURE/AUTHORITY

Informal Administrative Message Template

Agency - City/County - Attention	ADDRESS
Requesting Agency's Message # - Agency - Name – Date (or) Identity Subject/Topic	REFERENCE
Information Requested (or) Information Replied (or) Information Broadcasted	TEXT
Agency - City/County – Operator Initials – Day – Time/Time Zone	SIGNATURE/AUTHORITY

Practice Informal AM Request

	ADDRESS
	REFERENCE
	TEXT
	SIGNATURE/AUTHORITY

Practice Informal AM Reply

	ADDRESS
	REFERENCE
	TEXT
	SIGNATURE/AUTHORITY

Formal Messages

A formal message should always be used when:

- A permanent record is needed
- When further reference will be made
- Anytime a delay in reply is expected
- When message is addressed to an agency in another state

A formal message contains five distinct parts:

1. **Preamble**
2. **Address**
3. **Reference**
4. **Text**
5. **Signature**

Note: the five parts spell "PARTS".

Preamble

The **Preamble** consists of the agency's message number, name of agency and the date. It should on the first line of the message beginning at the left margin. The individual parts of the preamble; the message number, name of agency, and the date should be only one space apart.

The message number is the first part of the formal message and is used for reference and filing purposes. The second part of the preamble is the name of the department or division (PD, SO, DPS), followed by the city/county and state. The third part of the preamble is the date, expressed numerically and is used for filing purposes. Example: 123013 (December 30, 2013)

Example Preamble:
12345 PD AUSTIN 123013

Address

The **Address** is used to direct a formal message to an agency and it is composed of the agency (which may be abbreviated), the city or county (include CO) which is never abbreviated, and the state (for out-of-state only). It is often desirable to send a message to the attention of a specific person or division within an agency in order to speed up the handling of the message. The address should begin at the left margin, one line below the preamble.

Reference

The third part of the formal message is the **Reference**. Formal messages requesting information do not necessarily contain a reference since it usually is the first message originated. It is applicable when there has been previous information on the same subject matter exchanged between agencies. The reference is composed of the requesting agency's message number, the agency name and the date of their message. The reference line may also be used to identify the subject or topic of the material in the text, such as runaway, missing person, attempt to locate, bank robbery, etc. This part, like the message preamble and address, begins at the left margin.

Text

The fourth and main part of a formal message is the **Text**. The text should begin one line below the address or if a reference is used one line below the reference line. Each line of the text

should begin at the left margin. The text of the formal message should be kept as brief as possible without sacrificing clarity and accuracy. Telecommunication messages must be restricted to matters pertaining to valid law enforcement, criminal justice and other official police business items. Messages should be limited to pertinent and essential information. Short and easily understood words and phrases and common abbreviations should be used. Never use ten signals or words and phrases that convey no information such as; "PICK UP AND HOLD", "MODE AND DIRECTION OF TRAVEL UNKNOWN" and "BOLO". Courtesies, such as please and thank you, as well as the use of slang and racial/ethnic terms should be avoided.

Signature/Authority

The last part of a formal message is the SIGNATURE/AUTHORITY. The signature consists of the agency, the city/state and operators service. The signature begins at the left margin one line below the last line of the message text. The agency should be first and can be abbreviated. This is followed by the city/county which should NEVER be abbreviated. The state is used only when messages are sent outside the State of Texas. It is often desirable to include an officer's title and name or a specific division within an agency as an authority in order that replies to the original message will be directed back to them. If so, this should be the first line of the signature.

The final part of the signature is the operator's service. The operator service consists of the last name or initials of the operator, the day of the month in two-digit form, the time by 24-hour clock system and the time zone.

The following are examples of a "request" and "reply" formal message.

Request Example:

100 PD SAN ANTONIO TX 123014	PREAMBLE
PD LAWTON OK	ADDRESS
**	REFERENCE
CHECK WELFARE LEROY J SMITH 90 YOA 1234 MAIN STREET LAWTON OK DAUGHTER UNABLE TO CONTACT IF CONTACT MADE CALL JANE SMITH 512-424-2832	TEXT
PD SAN ANTONIO TX TG 30 1157CDT	SIGNATURE/AUTHORITY

**Messages requesting information do not necessarily contain a reference since it usually is the first message originated.

Reply Example:

200 PD LAWTON OK 123014	PREAMBLE
PD SAN ANTONIO TX	ADDRESS
100 PD SAN ANTONIO TX 123014	REFERENCE
SUBJECT SMITH FOUND DECEASED AT RESIDENCE CONTACT COMANCHE CO MEDICAL EXAMINER	TEXT
PD LAWTON OK RM 30 1159CST	SIGNATURE/AUTHORITY

Formal Administrative Message Template

Message # - Agency - Name - Date	PREAMBLE
Agency - City/County - Attention	ADDRESS
Requesting Agency's Message # - Agency - Name - Date (or) Identity Subject/Topic	REFERENCE
Information Requested (or) Information Replied (or) Information Broadcasted	TEXT
Agency - City/County - Operator Initials - Day - Time/Time Zone	SIGNATURE/AUTHORITY

Practice Formal AM Request

	PREAMBLE
	ADDRESS
	REFERENCE
	TEXT
	SIGNATURE/AUTHORITY

Practice Formal AM Reply

	PREAMBLE
	ADDRESS
	REFERENCE
	TEXT
	SIGNATURE/AUTHORITY

Order of Description

There is a standardized order when describing vehicles and persons in administrative messages. When information is not known, omit without comment

Vehicle Description

Vehicles should be described by: COLOR, YEAR, MAKE, MODEL, BODY STYLE, LICENSE NUMBER (include year and state) and VIN.

Vehicle Description Example

WHI/BLU 1974 DODGE CHARGER 2D TX ABC1234 12/14 1F4D3JF13J1739475

Practice Vehicle Description

Person Description

Persons should be described by: NAME, RACE, SEX, DOB, HEIGHT, WEIGHT, HAIR COLOR, EYE COLOR, SKIN TONE (COMPLEXION), PHYSICAL IMPERFECTIONS, CLOTHING (described from top to bottom), and OTHER PERTINENT INFORMATION (Such as habits, weapons, or traits that might help identify the individual).

Person Description Example

DR RICHARD KIMBLE WM 01211954 601 205 BLK/GRY BLU RUDDY COMPLEXION
BLK/WHI BEARD LSW IDOC YELLOW JUMPSUIT SUBJECT MAY FREQUENT HOSPITALS
OR EMERGENCY UNITS

Practice Person Description

Proper Message Composition

The **Text** of the informal and formal messages should be composed according to guidelines outlined in the previous sections. Messages should be limited to **ONLY** essential and pertinent information and **OMIT** any items and information that are not known. Including any non-essential information will only degrade service time on the message-switching network.

DO NOT:

- Use words and phrases that convey no information, such as "BOLO," "PICK UP AND HOLD," "NOTIFY THIS AUTHORITY IF APPREHENDED OR LOCATED," "DETAIN FOR THIS DEPARTMENT," etc.
- Use courtesy phrases such as: "THANK YOU IN ADVANCE," "PLEASE," "ALL HELP APPRECIATED," etc.
- Compose messages using "fancy" borders, underlines and other symbols and extraneous characters such as: "*****", "!!!!!!", "////////\\\\\\\\", etc.
- Compose messages beginning with one or more lines of repeated statements such as: "RUNAWAY-RUNAWAY-RUNAWAY-RUNAWAY," "WANTED WANTED WANTED."
- Compose messages by utilizing a database computer response, such as using the DMV Computer response to describe a vehicle or a DLD Computer response to describe a person.

Message Types

Many types of messages are used daily by law enforcement agencies. A message is defined as an announcement or notice to agencies within a specific area. It may be in regards to some **Criminal Act** or any matter concerning **Official Police Business** that is of interest to agencies other than the originator. The purpose of these messages is to bring the information to the immediate attention of the agencies concerned. Each type of message will require certain basic information placed in a specific order. It is vital that the text of the message be clear and to the point. The following sections will describe the specific order of information and show the proper format to follow.

Major Crime Messages

Major crimes include murder, arson, robbery, rape, kidnapping, extortion, escaped felons, etc. These types of criminal acts are of serious enough nature that it may be the desire of the agency in whose jurisdiction the crime occurred to immediately advise surrounding agencies of the information. This immediate message should be directed to agencies that surround the area in which the offense occurred. After the initial investigation has been conducted and more information has been obtained, the originating agency should direct any additional information in a message to the geographic region/areas of concern.

The administrative message on a major crime should include, in order, the following information in the text:

1. Type of offense
2. Time and place of occurrence
3. Warrant number and extradition information (extradition information is necessary if the message is to be directed out-of-state)
4. Name and description of wanted person(s) (if more than one suspect, each should be listed as 1, 2, etc.)
5. Mode and direction of travel
6. Other pertinent information. Omit, without comment, items that are unknown, and avoid the use of slang and racial/ethnic terms.

Major Crime Message Example

155 PD WACO 123014	PREAMBLE
ALL REGION 6	ADDRESS
BANK ROBBERY WACO 123014	REFERENCE
1 WM 25 510 175 BRO BRO TAN SHIRT BRO TROUSERS ARMED WITH 45 AUTOMATIC 2 WM 30 508 165 BRO BLU BLU SHIRT TAN TROUSERS ARMED WITH 45 AUTOMATIC 3 WM 40 REMAINED IN GRN 98 BUICK SDN TXJJF1234 OBTAINED ABOUT \$25000 IN SMALL BILLS	TEXT
PD WACO JB 30 1300CDT	SIGNATURE/AUTHORITY

Routine Crime Messages

Routine crimes include crimes that are not as serious as major crimes in which time is not a factor. These include such crimes as forgery, criminal mischief, theft, etc. Offenses such as these normally require that a complaint is signed and warrants are issued prior to sending a message in order that an officer or agency may avoid being subjected to a false arrest suit. After charges have been filed, warrants issued, and as much information as is available is obtained about the suspect and crime, an administrative message may be sent. This message may be sent to one or several agencies, as the circumstances necessitate. Information concerning crimes where the suspects are unknown can be placed into this category. Messages giving information on burglaries should be addressed to a specific area and be as brief as possible. If numerous articles were taken, a brief listing of the property involved may be sent to the region(s) of concern. They should also be entered into TCIC/NCIC if qualified.

Routine Crime Message Example

102 PD MIDLAND 123014	PREAMBLE
REGION 4 & 5	ADDRESS
	REFERENCE
THEFT WAR 34567 JOHN L DOE WM 30 509 175 BLK BLU RED SWEATSHIRT BLUE JEANS DRIVING BLK/YEL 66 FORD MUSTANG 02 BJJ13H LAST SEEN WEST BOUND IH 20 OBTAINED LARGE QUANTITY OF RINGS AND WATCHES.	TEXT
PD MIDLAND JP 30 1150 CST	SIGNATURE/AUTHORITY

Runaway Messages

For message sending purposes, to be considered a Runaway in Texas the individual must be seventeen years old or younger. Persons eighteen years of age and over are considered Missing Persons.

Messages on runaways should be handled by a local broadcast message or directed to the area in which the runaway is believed to be going. The messages should contain the following information:

1. Name and age
2. Physical description
3. Mode and direction of travel, (if unknown, omit)
4. Any other pertinent information that could be used to locate subject
5. Disposition of runaway if apprehended; such as, "parent will pick-up" or "hold for Juvenile Officer," etc. They should also be entered into NCIC if qualified.

Runaway Message Example

201 PD IRVING 123014	PREAMBLE
DALLAS FT WORTH AREA	ADDRESS
	REFERENCE
RUNAWAY JAMIE SUE JENKINS WF 16 504 110 MISSING SINCE 113014 LSW BLU/GRN NIKE SHIRT BLU JEANS RED TENNIS SHOES DRIVING BLU 94 CHEV IMPALA TX DDJ66A POSSIBLY HEADED TOWARD HOUSTON AREA IF LOCATED MOTHER JUNE JENKINS WILL PROVIDE TRANSPORTATION 453-849-3627	TEXT
PD IRVING JJG 30 0230 CST	SIGNATURE/AUTHORITY

Missing Person Messages

This type of broadcast should normally be confined to the area where the person is reported missing. The missing person should also be entered into NCIC if qualified. This type of message may be used for any of the following reasons:

- Missing a reasonable time without reason.
- Evidence of foul play.
- Person missing is mentally or physically incapable.

Missing person messages should contain the following information:

1. Date, time, and location last seen.
2. Detailed description of the person.
3. Include any vehicle information.
4. Brief summary of circumstances surrounding disappearance.

Missing Person Message Example

1234 PD IRVING 123014	PREAMBLE
STATIONS DALLAS-FT WORTH AREA	ADDRESS
	REFERENCE
MISSING PERSON SINCE 113014 JOE ROBINSON WM 03071946 508 170 BLK BRO KNOWN TO WEAR GLASSES LSW WHITE TEXAS RANGERS JERSEY BLU JEANS AND WHI TENNIS SHOES LAST SEEN AT TEXAS STADIUM	TEXT
PD IRVING RR 30 1700 CST	SIGNATURE/AUTHORITY

Attempt to Locate (ATL) Messages

This message may be used for any of the following reasons:

- Death or serious illness in the immediate family
- Delivery of emergency message
- Urgent police business, example: Locating a witness to a crime or other events or an officer in a private vehicle or to locate a witness
- Overdue travelers/separated motorist considered a welfare concern (consider time and distance involved)

It must first be determined that the complainant has made every effort to contact the person(s) by telephone or other readily available means. This type of message is used for “public service,” meaning the person is NOT; wanted, missing or a runaway. This type of message is normally **self-canceling 3 days after originating time** unless conditions warrant otherwise.

Attempt to locate messages should contain the following information:

1. Nature or reason of emergency
2. Name of person(s) to be contacted
3. Mode of travel
4. General area of concern
5. Message to be delivered

Attempt To Locate Message Example

13 PD BAYTOWN 123014	PREAMBLE
PD VICTORIA	ADDRESS
	REFERENCE
ATL DEATH MESSAGE JOHN J JONES WM 35 DRIVING RED 91 MERCURY COUGAR 2D TX SBD213B I LAST SEEN AT MOTEL IN VICTORIA IF LOCATED ADVISE TO CALL BROTHER JAMES JONES IN BAYTOWN 713-555-1212 REFERENCE DEATH OF FATHER	TEXT
PD BAYTOWN OE 30 1418 CST	SIGNATURE/AUTHORITY

Added Information Messages

This type of message is used to update previous messages with additional pertinent information as it becomes available. Always refer to the previous message(s) in the reference part of the formal message format.

Added Information Message Example

1248 PD IRVING 123014	PREAMBLE
STATIONS DALLAS-FT WORTH AREA	ADDRESS
ADDED INFORMATION 1234 PD IRVING 030402 MISSING PERSON	REFERENCE
JOE ROBINSON LAST SEEN RIDING RED SCHWINN BICYCLE	TEXT
PD IRVING RR 30 0800 CST	SIGNATURE/AUTHORITY

Cancellation Messages

Cancellations are used to invalidate any message which is not self-canceling after a given time period. The information in a cancellation should include only specific parts of the original message. Cancellations must be directed to the same agencies as the original message.

These specific parts must include:

1. Preamble of the original message
2. Names of persons included
3. License number or identification numbers of vehicle involved
4. A brief statement about the reason for cancellation. The brief statement could be one of the following depending on the type of the original message:
 - Apprehended
 - No Longer Wanted
 - Returned Home
 - Located

Cancellation Message Example

	PREAMBLE
ALL REGION 6	ADDRESS
CANCEL 155 PD WACO 123014	REFERENCE
3 WM INVOLVED IN BANK ROBBERY WACO HAVE BEEN APPREHENDED	TEXT
PD WACO JB 30 0130 CST	SIGNATURE/AUTHORITY

Correction Messages

Correction messages are used to correct typing errors or other incorrect data sent in a previous message. If an error is made in a message, do not correct the mistake and resend the entire message. Always refer to the previous message in the reference line and identify it as a "correction" message.

Correction Message Example

14 PD BAYTOWN 123014	PREAMBLE
PD VICTORIA	ADDRESS
CORRECTION 13 PD BAYTOWN 123014	REFERENCE
LIC SBD23B ON VEHICLE DRIVEN BY JOHN J JONES SHOULD BE CORRECTED TO SBD21B	TEXT
PD BAYTOWN OE 30 1500 CST	SIGNATURE/AUTHORITY

TLETS/Nlets Broadcast Code Procedures

An effective communications system depends heavily on proper message routing. Improper routing can create delays in the delivery of messages and reduces the overall effectiveness of the system. Operators have the responsibility to their agency and other agencies on the system to route messages properly. A frequent complaint from many agencies revolves around the receipt of messages that are of no concern to the agency.

TLETS users can broadcast an administrative message to areas in Texas as well as other states. Enter the TLETS broadcast mnemonic address(s) (Maximum of 3) and the POE code(s) for the desired state(s) in the Nlets DESTINATIONS fields.

TLETS Broadcast Code Usage

Before transmitting any message using one or more of the Group Broadcast Codes, it **must be approved** by the agency administrator or their designee. Prior to the transmission of a broadcast message, agencies should consider the following questions:

- Why is this event/incident/crime worthy of a broadcast?
- Will it really enlist the aid of other agencies?
- How much information must be transmitted to clearly describe the situation?
- Who is likely to be interested in the subject matter, everyone or just the agencies in my own geographic area?
- What better methods could be used to inform those agencies that really need to know of this situation: Letters? Phone calls? E-mails? Directed messages?

All messages should be composed and prepared using the procedures outlined in this manual. **Messages of concern or interest to ten or less agencies should not use Broadcast Code Mnemonic Addresses.** Refer to the correct procedures to direct a message to a maximum of ten destinations. Transmission of messages should be made **only once**. If the content of the message is of such importance that it necessitates re-broadcast then it should be placed on the summary in accordance with procedure. In any case, the multiple transmission of the same message to the same area in a short period of time is **strictly prohibited**.

Messages shall be routed either by single, multiple or group broadcast coding.

All broadcast codes are routed automatically by the switcher to the addressed destination(s). A maximum of **three Group Code Mnemonic Addresses** may be sent in a single message header.

Messages sent on the system that do not pertain to valid law enforcement/criminal justice matters and/or violate the rules and regulations of the Texas Law Enforcement Telecommunications System as outlined in this manual will be brought to the attention of proper authorities for corrective action.

TLETS Broadcast Coding

There are forty-four broadcast Mnemonic Addresses (group codes) available and the proper one or combination should be used to direct messages that are of interest to a group of agencies in a particular geographic area or region.

GROUP CODE	Area Involved
APB	All Points Bulletin (All Terminals)
ABS	All Terminals Bordering Mexico
AGC	All Gulf Coast Terminals
APD	All Police Departments
ASO	All Sheriff's Departments
DPS	All DPS Terminals
AAS	All Austin Area Terminals
RGV	All Rio Grande Valley Terminals
HOG	All Houston/Galveston Metro Area Terminals
DFW	All Dallas/Ft Worth Metro Area Terminals
DAL	All Dallas County Terminals
FTW	All Tarrant County Terminals
HOU	All Harris County Terminals
SAN	All Bexar County Terminals
WCA	All West Central Area (17 Counties)
REG1	All Terminals In DPS Region One
REG2	All Terminals In DPS Region Two
REG3	All Terminals In DPS Region Three
REG4	All Terminals In DPS Region Four
REG5	All Terminals In DPS Region Five
REG6	All Terminals In DPS Region Six
REG7	DPS Capitol Only
REG8	All Terminals In DPS Region Eight No longer exists
H287	All Terminals On Us287
H10	All Terminals On IH10 Between El Paso & Orange
I10E	All Terminals On IH10 Between San Antonio & Orange
I10W	All Terminals On IH10 Between San Antonio & El Paso
IH20	All Terminals On IH20 Between Marshall & El Paso
I20E	All Terminals On IH20 Between Dallas/Ft Worth & Marshall
I20W	All Terminals On IH20 Between Dallas/Ft Worth & El Paso
IH30	All Terminals On IH30 Between Dallas/Ft Worth & Texarkana
H35	All Terminals On IH35 Between Gainesville & Laredo
IH27	All Terminals On IH27 Between Dalhart & Houston
IH37	All Terminals On IH37 Between Corpus Christi & San Antonio
IH40	All Terminals On IH40 Between Shamrock & Vega
IH45	All Terminals On IH45 Between Sherman & Galveston
N183	All Terminals On SH183 Between Austin & Vernon
S183	All Terminals On SH183 Between Refugio & Austin
NH59	All Terminals On SH59 Between Houston & Texarkana
SH59	All Terminals On SH59 Between Laredo & Houston
NH83	All Terminals On HW83 Between Abilene & Perryton
SH83	All Terminals On HW83 Between Brownsville & Abilene
N277	All Terminals On US277 Between Abilene & Wichita Falls
S277	All Terminals On US277 Between Del Rio & Abilene
H281	All Terminals On HW281 Between Brownsville & Wichita Falls

TLETS Broadcast Restrictions

The APB (All Points Bulletin) mnemonic address will automatically and immediately direct a message to ALL law enforcement/criminal justice agencies in Texas that have a terminal on TLETS. However the use of the **APB** or other coding methods for an immediate statewide broadcast should be restricted to **urgent items** regarding the safety of lives and/or apprehension of dangerous felons.

Users should be aware of the policies and restrictions concerning statewide broadcasts. Statewide broadcast means the dissemination of messages statewide. In addition to the use of the broadcast mnemonic address APB, statewide broadcast of messages can also be accomplished by other methods. For example, sending a message to REG1, REG2, REG3, REG4, REG5, REG6 and REG7 also disseminates it statewide. Likewise, using DPS, APD and ASO accomplishes basically the same dissemination.

The restrictions and policies concerning statewide broadcasts of data pertain to "STATEWIDE BROADCAST" regardless of whether the message was coded to "APB" or any other method to achieve a statewide broadcast. Other items, events or incidents that would be of interest and concern to all agencies should be disseminated to them using the APB Summary. Messages in this category would include but not necessarily be limited to the following:

- Death and/or funeral announcements of law enforcement/criminal justice personnel.
- Announcements of law enforcement/criminal justice schools and training seminars.
- Routine criminal matters (of interest and concern to all Texas agencies).

Messages in the following categories are prohibited from statewide broadcast. These type messages should be directed to only the area/region(s) of concern, not to exceed three geographical areas/regions.

- Missing Persons
- Runaways
- Attempt To Locates
- Stolen Vehicles

Reply Only if criminal Record (ROIR) messages are **strictly prohibited** from any type of system broadcast. These type messages may be addressed to a specific agency if a TCIC/NCIC inquiry proves negative.

Reply Only if Wanted (ROIW) messages are restricted to transmission to a SINGLE region/area and are **strictly prohibited** from statewide broadcast.

Acquired Immunodeficiency Syndrome (AIDS) Notice

The Department of Public Safety's legal staff has advised that the mention of AIDS (Acquired Immunodeficiency Syndrome) or HIV information must not be disseminated in any administrative/broadcast message or entered into TCIC/NCIC.

Nlets State Broadcasts

An Nlets State Broadcast is an administrative message sent to a state control terminal requesting that state send an APB within their state. The receiving state is responsible for determining if it will be sent, which agencies will receive the message within that state and then sending the message. It is not done automatically. No state can automatically generate a broadcast within another state.

All Broadcast Restrictions apply and the words "REQUEST FOR STATEWIDE BROADCAST" should be the first statement in the message format.

Because this message must always be transmitted to a state control terminal, the two-character POE (State code) must be used. Messages can be sent to a maximum of five POE's.

EXAMPLE REQUEST STATEWIDE BROADCAST

Nlets Regional Broadcasts

Agencies can request a Regional Broadcast message through Nlets. The two-character destination POE's for sending a regional broadcast message are listed below for the various regions. The APB regions coincide with the eight Nlets regions.

All Broadcast Restrictions apply and the words "REQUEST FOR REGION BROADCAST" should be the first statement in the message format.

Five destination addresses can be used. These addresses may be a mixture of two character regional broadcast codes and two character State POE codes.

The following two-character Regional Broadcast codes have been assigned to the regions.

Nlets Region Broadcast Codes

Region A (Code is "A1")	Connecticut, Maine, Massachusetts, New Hampshire, Rhode Island, Vermont, Postal Inspection Svc., FBI - TECS – OSI
Region B (Code is "B1")	Delaware, District of Columbia, Maryland, New Jersey, New York, Pennsylvania, Postal Inspection Service, FBI – TECS – OSI
Region C (Code is "C1")	Kentucky, North Carolina, South Carolina, Tennessee, Virginia, West Virginia, Postal Inspection Service, Main Justice (DOJ), FBI - TECS – OSI
Region D (Code is "D1")	Alabama, Arkansas, Florida, Georgia, Louisiana, Mississippi, Puerto Rico, FBI - TECS – OSI
Region E (Code is "E1")	Illinois, Indiana, Michigan, Missouri, Ohio, Wisconsin, Postal Inspection Svc., FBI - TECS – OSI
Region F (Code is "F1")	Iowa, Minnesota, Montana, Nebraska, North Dakota, South Dakota, Wyoming, FBI - TECS – OSI
Region G (Code is "G1")	Arizona, Colorado, Kansas, New Mexico, Oklahoma, Texas, Utah, FBI - TECS – OSI
Region H (Code is "H1")	Alaska, California, Hawaii, Idaho, Nevada, Oregon, Washington, FBI - TECS – OSI

Because both the Department of Treasury and NCIC have users in all States, every regional broadcast message will be sent to them. They will be responsible for further dissemination.

To assist control terminals in further disseminating administrative type regional requests, the sender may request, for example: "Deliver to State Crime Lab" or "Deliver to Major Cities."

On occasion it may be appropriate to send a death or funeral notice regionally. In these cases the following format should be used.

NAME: AGENCY: CRIMINAL JUSTICE ORGANIZATIONAL AFFILIATE:
DATE OF DEATH: IN LINE OF DUTY (Y OR N): DATE OF FUNERAL:
LOCATION OF FUNERAL: PREVIOUS CRIMINAL AGENCIES EMPLOYED:
FOR ADDITIONAL INFORMATION CONTACT: TELEPHONE NUMBER:

Nlets Nationwide Broadcasts

Agencies may send a request for a national broadcast message through Nlets. The request is sent to each State POE for review. Use the destination of AP for sending a message nationwide. Each state will then review the contents of the APB request and if approved, the message will be sent statewide. If the "AP" message does not meet Nlets criteria, or that state's criteria, a rejection message may be generated by the State's POE representative to the terminal that issued the APB request.

All rules of the Administrative message type apply with the following exceptions:

Nlets DESTINATIONS: is always the two-letter code AP.

The words "REQUEST FOR NATIONAL BROADCAST" should be the first statement in the message format.

EXAMPLE: REQUEST NATIONWIDE BROADCAST

Nlets Broadcast Restrictions

Nlets has established restrictions pertaining to broadcasts. These restrictions may be waived due to extraordinary circumstances. Individual states may enforce additional restrictions or exceptions within their own states at the discretion of each State's Point of Entry representative.

State Broadcast Restrictions

Most states apply the criteria outlined in region-wide, nationwide and general system restrictions in order to determine if a message will be broadcast to agencies/areas within their state.

TLETS Broadcast Restrictions

Messages including, but not limited to the following, are **STRICTLY PROHIBITED** from **ANY** type of transmission on the Texas Law Enforcement Telecommunications System.

- Personal communications
- Messages seeking employment or recruiting of personnel
- Messages in which the complainant is interested only in the recovery of property
- No attempts to locate vehicle (breach of trust) without warrant. For the protection of the arresting officer, messages should not be dispatched until a warrant is secured
- Social announcements
- Holiday greeting messages/diagrams
- Announcements of property for sale or requests to purchase property
- Messages pertaining to political or labor management issues
- Messages concerning salary, surveys, uniforms, personnel or related items which can be routinely obtained by correspondence or means other than TLETS
- Messages that do not pertain to valid law enforcement/criminal justice matters

Regional Broadcast Restrictions

The following restrictions have been developed to control the quality of regional broadcasts. Users are encouraged to use regional codes rather than APB's if at all possible. In cases where a regional code may not contain every state where the message should be sent, the use of multiple state and regional codes can address many states without sending a blanket APB.

Restrictions have been adopted for regional broadcasts. There may be circumstances where the seriousness of the situation overrides the normal policy prohibitions; these restrictions can be waived under the following conditions:

- A user has information that is pertinent to a criminal investigation that is of interest to a group of states and cannot be entered into NCIC.
- A user has information regarding kidnapping, skyjacking or other serious criminal acts. Keep messages as brief as possible.
- A user has information on a wanted person that cannot be entered into NCIC but may be of interest to a group of states.
- No social announcements (i.e. holiday messages or retirements).
- No recruitment of personnel.
- No messages in which the complainant is interested only in recovery of property.
- No attempts to locate vehicle (breach of trust) without warrant.
- No excessively long messages.
- No messages supportive or in opposition to political issues or announcements of meetings relative to such issues.
- No messages supportive or in opposition to labor management issues or announcements relative to such issues.
- No messages supportive or in opposition to legislative bills.
- No messages relating to requests for information concerning salary, uniforms, personnel, or related items which can be routinely obtained by correspondence or means other than Nlets.
- No messages relating to the advertisement or sale of equipment.
- No messages regarding wanted subjects or vehicles if they can be entered into NCIC.
- No attempt to locate messages.
- No reply only if records (ROIRS).
- No reply only if wanted (ROIWS).
- No solicitation of funds.

- No training messages that include the name of the company that is providing the training unless the company is not-for-profit and is providing a direct service to law enforcement.
- Users initiating want messages of any type; wanted persons, missing persons, and/or runaways, must cancel these messages when they no longer apply.

Nationwide Broadcast Restrictions

The following restrictions have been developed to control the sending of APB's. In sending an APB, users are urged to carefully consider whether there is a necessity to send the message to all states. If the message pertains to a geographical area of the United States (i.e. East Coast, Sunbelt) the user should seriously consider the use of a regional broadcast which can more narrowly focus on the states that could provide assistance.

In rare cases it may be appropriate to send a death or funeral notice APB. In these cases the same format as in a regional broadcast should be used.

The following restrictions have been adopted for APB's. There may be circumstances where the seriousness of the situation overrides the normal policy prohibitions, the restrictions may be waived under the following conditions:

- A user has information that is pertinent to a criminal investigation that is of interest to all states and cannot be entered into NCIC.
- A user has information regarding kidnapping, skyjacking or other serious criminal acts. Keep messages as brief as possible.
- A user has information on a wanted person that cannot be entered into NCIC but is of interest to all states.
- No social announcements (i.e. holiday messages or retirements).
- No seminar, training class or convention announcements.
- No recruitment of personnel.
- No messages in which the complainant is interested only in recovery of property.
- No attempts to locate vehicle (breach of trust) without warrant.
- No excessively long messages.
- No messages supportive or in opposition to political issues or announcements of meetings relative to such issues.
- No messages supportive or in opposition to labor management issues or announcements relative to such issues.
- No messages supportive or in opposition to legislative bills.
- No messages relating to requests for information concerning salary, uniforms, personnel, or related items which can be routinely obtained by correspondence or means other than Nlets.
- No messages relating to the advertisement or sale of equipment.
- No messages regarding wanted subjects or vehicles if they can be entered into NCIC.
- No attempt to locate messages.
- No reply only if records (ROIRS).
- No reply only if wanted (ROIWS).
- No runaways.
- No missing persons.
- No solicitation of funds.
- Users initiating want messages of any type; wanted persons, missing persons, and/or runaways, must cancel these messages when they no longer apply.

APB Summary

To conserve system transmission time and provide efficient yet effective means of disseminating information of concern and interest to all agencies, the DPS Austin Communication will generate the APB summary to all terminals daily at 6:00 a.m. and 6:00 p.m. This summary will include a list of:

- Routine criminal matters of statewide interest.
- School / seminars that are of statewide interest (providing the sponsoring agency has adequate seating available).
- Death and/or funeral announcements of law enforcement/criminal justice personnel.
- Messages of statewide interest received from other states.
- TLETS system changes/notices.
- Miscellaneous.

Agencies with information that is not urgent but requires a statewide dissemination on a timely basis and meeting the criteria outlined in this chapter should direct the message to mnemonic address 67X1, addressed to DPS AUSTIN Communications and specifically request it be included on the summary. The APB summary will only be transmitted when necessary.

Attempted Child Abductions - Senate Bill 742

During the 83rd Legislative session, Senate Bill 742 was enacted and amended Article 63 of the Code of Criminal Procedure. This bill requires the Texas Missing Person Clearinghouse to collect information on attempted child abductions. Reporting requirements from law enforcement agencies are defined in article 63.0041 (CCP), "A law enforcement officer or local law enforcement agency reporting an attempted child abduction to the clearinghouse shall make the report by use of the TLETS or a successor system of telecommunication used by law enforcement agencies and operated by the Department of Public Safety."

Upon receiving a report of attempted child abduction, an agency shall immediately but not to exceed eight hours after receiving the report, submit the information to the Texas Missing Person Clearinghouse. TLETS has created a specific administrative message format designed for this reporting requirement; however agencies can submit an administrative message to the clearinghouse for this purpose, as long as, all required information is included in the message.

This administrative message shall be sent to the TLETS group MPCA, which will be distributed to devices within the Texas Missing Persons Clearinghouse and Texas Joint Crime Information Center (TxJCIC).

AM For Reporting Attempted Child Abduction

Agency/Case Data

- Reporting Agency ORI (RRI)
- Reporting Agency (AGY)
- Contact Person (ACN)
- Phone Number (PHO)
- Originating Case Number (OCA)

Attempted Abduction Event Information

- Date of Event (DAT)
- Time of Event (TME)
- Street Number (SNU)
- Street Name (SNA)
- City Name (CTY)
- State (STA)
- Zip Code (ZIP)
- Method of Operation Used to Lure Child (MOU)

Victim and Witness Information

- Name (NAM)
- Age (AGE)
- Sex (SEX)
- Race (RAC)
- Date of Birth (DOB)
- Witness Name (WNM)
- Witness Contact Information – Address/Phone/Email/etc. (WCI)

Suspect Information

- Sex (SSX)
- Race (SRC)
- Estimated Age (SAG)
- Estimated Height (HGT)
- Estimated Weight (WGT)
- Scars, Marks and Tattoos (SMT)
- Identifying Information (IDT)
- Additional Descriptive Information - Clothing Description/Facial Hair/Glasses (DSC)

Vehicle Information

****if only PARTIAL PLATE information is known, include the consecutive digits in the LIC field, place an 'X' in the "Is this a Partial Plate?" box, and state which part is known in the REMARKS field.****

- License Plate (LIC)
- License State (LIS)
- Is this a Partial Plate?
- Vehicle ID Number (VIN)
- Vehicle Year ((VYR)
- Vehicle Make (VMA)
- Vehicle Model (VMO)
- Vehicle Style (VST)
- Vehicle Color (VCO)
- Identifying Marks on Vehicle (IDM)

Remarks

- Remarks (REM)

Special Options

- Control Field (CTL)

LEO Flying Armed

Effective November 15, 2008, in order for a state or local Law Enforcement Officer (LEO) to fly armed; the employing agency must send an AM message to the Federal Air Marshal Service (ORI/VAFAM0199). A message with a unique alphanumeric identifier will be returned from Transportation Security Administration (TSA) to the employing agency. This identifier shall then be verified at the airport on the day of travel. In addition to the unique alphanumeric identifier, the officer must present the Nlets message to the TSA agent.

Failure to provide the unique alphanumeric identifier could result in delays due to the additional verification requirements. Questions or comments regarding the Law Enforcement Officer Flying Armed Program can be directed to the Federal Air Marshal Service, Office of Flight Operations, Liaison Division at LEOFA@DHS.GOV or via telephone at 703-487-3100.

Law Enforcement Officer Flying Armed AM Message (LEOFA)

LEOFA

- Originating Agency Identifier (ORI)
- Name (NAM)
- Agency (AGY)
- Badge or Credential (BCN)
- Officer Type (State/Local) (OFC)
- Name of Authorizing official (NAO)
- Completed required Training (CRT)
- Cell Phone of LEO (CPN)
- Agency Phone Number (APN)
- Escorted Individual Type (EIT)
- Escorted Individual's Name (EIN)
- Name of Airline (NOA)
- Flight Number (FLN)
- Date of Flight (DOF)
- Departing Airport (DAP)
- Connecting Airport (CAP)
- Final Destination Airport (FDA)

Additional information on the LEOFA is found at:

http://www.tsa.gov/lawenforcement/programs/traveling_with_guns.shtm

Questions or comments regarding the law enforcement officer flying armed program can be directed to the Federal Air Marshal Service, Office of Flight Operations, Liaison Division at: leofa@dhs.gov For training information contact the Office of Law Enforcement /Federal Air Marshal Service, Office of Personnel and Training, Training Policy and Development Division at; tsafams.leo@secureskies.net

AM.VAFAM0199
07:41 01/03/2011 05854
07:41 01/03/2011 01488 AZNLETS20
TXT
FLYING ARMED LEO REQUEST APPROVED.
YOUR UNIQUE LEOLANE IDENTIFIER IS: AAA11111
NAME: SMITH, JOE
AGENCY: ARIZONA POLICE DEPARTMENT
BADGE/CREDENTIAL: BS0123456
NAME OF AUTHORIZING OFFICIAL: WASHINGTON, GEORGE
COMPLETED TRAINING: YES
CELL PHONE: 7031234989
ESCORTED INDIVIDUAL: SMITH, JOE
DEPARTING AIRPORT: DCA
CONNECTING AIRPORT: EWR
FINAL DESTINATION AIRPORT: BOS
AIRLINE: AMERICAN AIRLINES
FLIGHT NUMBER: AA1234
FLIGHT DATE: 122508
PRINT OUT THIS REPLY AND PRESENT IT AT THE AIRPORT'S LEO LANE

If an agency is an "interface" or "CAD" user the user must follow the following data order and include the / in the text of the administrative message and must include periods at the end of the /.

To view airport codes: http://www.faa.gov/air_traffic/publications/atpubs/LID/LIDHME.htm

LEOFA (if this is not at the start of the message TSA will ignore the request

NAM/. LAST, FIRST

AGY/.NAME OF AGENCY

BCN/.(BADGE OR CREDENTIAL)

OFC/. OFFICER TYPE (STATE-LOCAL)

NAO/.NAME OF AUTHORIZING OFFICIAL (LAST, FIRST NAME)

CRT/.COMPLETED REQUIRED TRAINING (MUST BE YES OR NO) IF NO, THIS FIELD WILL RESULT IN A DENIED REPLY MESSAGE. ALL LEOS MUST HAVE COMPLETED TRAINING)

CPN/.CELL PHONE OF LEO

APN/.AGENCY OR DEPT. PHONE NUMBER

EIT/.ESCORTED INDIVIDUAL TYPE (PRISONER OR DIGNITARY)

EIN/.ESCORTED INDIVIDUAL'S NAME

NOA/. NAME OF AIRLINE

FLN/.FLIGHT NUMBER

DOF/. DATE OF FLIGHT

DAP/.DEPARTING AIRPORT (THREE CHARACTER AIRPORT CODE)

CAP/.CONNECTING AIRPORT (THREE CHARACTER AIRPORT CODE)

FDA/.FINAL DESTINATION AIRPORT (THREE CHARACTER AIRPORT CODE)

Section 9: Appendix

Common Driver License Return Abbreviations

Abbreviation	Definition
AAMV	Aggravated Assault with Motor Vehicle
ABC	Texas Alcoholic Beverage Code
ALR	Administrative License Revocation
B/BTR	Blood/Breath Test Refusal
BAC	Blood Alcohol Concentration
CAO	Committed Automatic Offense (Administrative DWLI)
CCP	Texas Code of Criminal Procedure
CDL	Commercial Driver License
CMV	Commercial Motor Vehicle
DHS	Department of Human Services
DLD	Driver License Division
DLS	Driver License System (same as NDLS)
DRB	Driver Records Bureau
DUID	Driving Under Influence of Drugs
DWLD	Driving while License Disqualified
DWLI	Driving while License Invalid
FCEP	Fail to Complete Education Program
FSRA	Fail to Stop and Render Aid
FTA	Fail to Appear
FTP	Fail to Pay
HAB	Habitual
HME	Hazardous Materials Endorsement
HRC	Texas Human Resources Code
HSC	Texas Health and Safety Code
LIDR	Driver Records Bureau
LOFS	Licensed Operator in Front Seat
M/C	Motor Cycle
MAB	Medical Advisory Board
MPH	Miles Per Hour
MWMV	Murder with Motor Vehicle
NDLS	New Driver License System
NRVC	Non-Resident Violator Compact
TFC	Texas Family Code
TPC	Texas Penal Code
TRC	Texas Transportation Code

Driver License Restrictions

Code	Restriction	Code	Restriction
A	With corrective lenses	M	CDL intrastate only
B	Licensed Operator in Front Seat (LOFS) 21 or over	N	Ignition interlock required
C	Daytime only	O	Occ/Essent need DL—no CMV—see court order
D	Not to exceed 45 mph	Q	LOFS 21 or over vehicle above Class B
E	No expressway driving	R	LOFS 21 or over vehicle above Class C
F	Must hold valid learner lic to MM/DD/YY	S	Outside rearview mirror or hearing aid
G	TRC 545.424 applies until MM/DD/YY	T	Automatic transmission
H	Vehicle not to exceed 26,000 lbs GVWR	U	Applicable prosthetic devices
I	MC not to exceed 250cc	V	Applicable vehicle devices
J	Licensed MC operator 21 or over in sight	W	Power steering
K	Moped	X	Vehicle not to exceed Class C
L	Vehicle without airbrakes	Y	Valid TX vision or limb waiver required
		Z	Valid Fed vision or limb waiver req'd

Code	Restriction	Code	Restriction
P1	For Class M TRC 545.424 until MM/DD/YY	P17	If CMV, government vehicles interstate
P2	To/from work/school	P18	If CMV, only trans personal prop inter
P3	To/from work	P19	If CMV, trans corpse/sick/injure inter
P4	To/from school	P20	If CMV, privately trans passengers inter
P5	To/from work/school or LOFS 21 or over	P21	If CMV, fire/rescue interstate
P6	To/from work or LOFS 21 or over	P22	If CMV, intra-city zone drivers inter
P7	To/from school or LOFS 21 or over	P23	If CMV, custom-harvesting interstate
P8	With telescopic lens	P24	If CMV, transporting bees/hives inter
P9	LOFS 21 or over bus only	P25	If CMV, use in oil/water well serv/drill
P10	LOFS 21 or over school bus only	P26	If CMV, for operation of mobile crane
P11	Bus not to exceed 26,000 lbs GVWR	P27	HME Expiration Date MM/DD/YY
P12	Passenger CMVs restrict to Class C only	P28	FRSI CDL valid MM/DD/YY to MM/DD/YY
P13	LOFS 21 or over in veh equip w/ airbrake	P29	FRSI CDL MM/DD/YY–MM/DD/YY or exmpt B vehicle
P14	Operation Class B exempt veh authorized	P30	FRSI CDL MM/DD/YY–MM/DD/YY or exmpt A vehicle
P15	Operation Class A exempt veh authorized	P31	Class C only—no taxi/bus/emergency vehicle
P16	If CMV, school buses interstate	P32	Other

Possible Dealer Tag Code Values

Code	Service Center	County Tax Offices
AB	Abilene Service Center	Brown; Callahan; Coke; Coleman; Comanche; Concho; Eastland; Fisher; Jones; Kimble; Menard; Nolan; Runnels; Schleicher; Shackelford; Stephens; Sutton; Taylor; Tom Green
AM	Amarillo Service Center	Armstrong; Briscoe; Carson; Castro; Collingsworth; Dallam; Deaf Smith; Donley; Gray; Hall; Hansford; Hartley; Hemphill; Hutchinson; Lipscomb; Moore; Ochiltree; Oldham; Parmer; Potter; Randall; Roberts; Sherman; Swisher; Wheeler
AU	Austin Service Center	Bastrop; Blanco; Burnet; Caldwell; Colorado; Comal; DeWitt; Fayette; Gillespie; Gonzales; Guadalupe; Hays; Lampasas; Lavaca; Lee; Llano; Mason; McCulloch; Mills; San Saba; Travis; Williamson
BT	Beaumont Service Center	Chambers; Hardin; Houston; Jasper; Jefferson; Liberty; Montgomery; Newton; Orange; Polk; Sabine; San Jacinto; Trinity; Tyler; Walker
CC	Corpus Christi Service Center	Aransas; Bee; Calhoun; Duval; Goliad; Jackson; Jim Wells; Karnes; Kleberg; Live Oak; Matagorda; McMullen; Nueces; Refugio; San Patricio; Victoria; Wharton
DL	Dallas Service Center	Collin; Dallas; Fannin; Grayson; Hunt; Kaufman; Rockwall
EP	El Paso Service Center	Brewster; Culberson; El Paso; Hudspeth; Jeff Davis; Presidio
FW	Fort Worth Service Center	Denton; Hood; Johnson; Palo Pinto; Parker; Tarrant; Wise
HO	Houston Service Center	Austin; Brazoria; Fort Bend; Galveston; Grimes; Harris; Waller
LB	Lubbock Service Center	Bailey; Borden; Cochran; Crosby; Dawson; Dickens; Floyd; Gaines; Garza; Hale; Hockley; Kent; Lamb; Lubbock; Lynn; Motley; Scurry; Terry; Yoakum
LV	Longview Service Center	Angelina; Bowie; Camp; Cass; Cherokee; Delta; Franklin; Gregg; Harrison; Henderson; Hopkins; Lamar; Marion; Morris; Nacogdoches; Panola; Rains; Red River; Rusk; San Augustine; Shelby; Smith; Titus; Upshur; Van Zandt; Wood
MO	Midland - Odessa Service Center	Andrews; Crane; Crockett; Ector; Glasscock; Howard; Irion; Loving; Martin; Midland; Mitchell; Pecos; Reagan; Reeves; Sterling; Terrell; Upton; Ward; Winkler
PH	Pharr Service Center	Brooks; Cameron; Hidalgo; Jim Hogg; Kenedy; Starr; Webb; Willacy; Zapata
SA	San Antonio Service Center	Atascosa; Bandera; Bexar; Dimmit; Edwards; Frio; Kendall; Kerr; Kinney; La Salle; Maverick; Medina; Real; Uvalde; Val Verde; Wilson; Zavala
WA	Waco Service Center	Anderson; Bell; Bosque; Brazos; Burleson; Coryell; Ellis; Erath; Falls; Freestone; Hamilton; Hill; Leon; Limestone; Madison; McLennan; Milam; Navarro; Robertson; Somervell; Washington
WF	Wichita Falls Service Center	Archer; Baylor; Childress; Clay; Cooke; Cottle; Foard; Hardeman; Haskell; Jack; King; Knox; Montague; Stonewall; Throckmorton; Wichita; Wilbarger; Young

Possible Dealer “Plate Status”

APA-Active	The license plate is valid and current. Per Texas Government Code 2001.054, if a license holder files a timely and sufficient application for renewal of a license, the license remains active and valid until the renewal application is finally determined by the agency. An APA-Active plate's expiration date may have passed, but the license plate remains active under TX statute until the TxDMV grants or denies the pending renewal application.
Cancelled	The dealer requested that the TxDMV cancel the plate. The plate should not be in use.
Closed	The license plate is no longer valid. It has either expired or the dealer has voluntarily “closed” the associated license.
Current	The license plate is valid and has not expired. It is currently an active plate associated with a current dealer license.
Damaged	Damaged - The plate was reported to the TXDMV as "damaged" by the dealer and therefore unusable. The plate should not be in use.
Inactive	The license plate expired. The dealer has an expired dealer license and could be in the process of renewal.
Inactive-Expired	Inactive-Expired - The license plate is no longer valid. It has expired.
Lost	The license plate has been reported to the TxDMV as “lost.” The plate should not be in use.
Returned	Returned – The plate issued was returned to the TxDMV. The plate should not be in use.
Stolen	The license plate has been reported to the TxDMV as “stolen” by the dealer.

RTS Remarks

The RTS return often includes brief remarks, sometimes including a date the remark became applicable.

The following table is not comprehensive and is being provided as a reference. It should be noted that some remarks have special relevance to law enforcement.

Remark	Description
ABANDONED MOTOR VEHICLE	The vehicle has been deemed "abandoned" in accordance with Chapter 683 of the Transaction Code. This vehicle cannot be transferred.
ACTUAL MILEAGE	The mileage indicated on the vehicle's odometer at the time of title transfer or application filing was the actual distance in miles that the vehicle had been driven.
ADDITIONAL LIEN RECORDED	More than one lien is listed on the motor vehicle record.
ADDITIONAL RTS REGISTRATION AVAILABLE	More information can be obtained on the vehicle by inquiring by VIN.
BONDED TITLE	Title secured by the posting of a certificate of title surety bond.
BONDED TITLE SUSPENDED	The bonded title transaction has been suspended.
BONDED TITLE WAITING FOR REMOVAL	Three-year bond period has ended.

Remark	Description
CCO ISSUED (DATE)	A certified copy of the original title was issued in the specified month and year.
COA ISSUED (DATE)	A certificate of Authority to Demolish a Motor Vehicle has been issued.
COUNTY SCOFF LAW	This remark indicates that the vehicle owner owes the county a fine, fee or tax
CREDIT VOUCHER ISSUED	The vehicle was totally destroyed in a wreck, fire, or by some other means, and a registration refund could not be authorized since the vehicle had been operated on the highway.
DATE OF ASSIGNMENT	The date the title was signed by the seller transferring ownership to the buyer and is used by the VTR to calculate late title transfer fees, if applicable.
DIESEL	The vehicle is powered by a diesel motor. It also ensures that an additional 11 % of registration fee is included in the fee calculations on all subsequent renewal notices on applicable vehicles.
DMV RECORD NOT UPDATED	License receipt has not been received from county tax office for updating.
DMVS STANDARDS PROOF REQUIRED	Indicates that proof of compliance with US Department of Motor Vehicles (DMV) safety regulations is required before title can be issued. In the case of an RPO record, the registration cannot be renewed.
DPS-EMISSIONS PRGM NON-COMPLIANCE	The vehicle was detected on Dallas, Tarrant, Harris, or El Paso County roadways as a potential gross polluter and has not complied by passing an emissions test.
DPS SAFETY SUSPENSION	<p>The Department of Public Safety has placed a suspension on the motor vehicle record for the owner's failure to maintain financial responsibility.</p> <p>The vehicle registration has been suspended by DPS. Contact the DPS Driver Improvement and Compliance Bureau at SRBZ before taking any action.</p> <p>A person shall give proof of ability to respond to damages for liability on account of accidents. This remark is placed at the request of the Texas Department of Public Safety (DPS) against a vehicle which was involved in an accident. Statutory Authority: Texas Transportation Code Chapter 601.152 and 601.376.</p>
EVIDENCE SURRENDERED BY OWNER	The department has received the title or some other valid evidence of ownership on this vehicle from the owner of the vehicle. The title record has been canceled.
EVIDENCE SURRENDERED BY SALVAGE YARD	The department has received the title or some other valid evidence of ownership on this vehicle from a salvage vehicle dealer or salvage yard. The title record is updated to also include "Junked."
EXEMPT	The vehicle is owned by or loaned to an agency of the state, city, county, or federal government and displays license plates embossed with the legend "EXEMPT" along with six numbers.
FIXED WEIGHT	A commercial vehicle has been registered for the actual weight of the empty vehicle plus the weight of the permanently mounted machinery or equipment which must cover at least two-thirds (2/3) of the bed.

Remark	Description
FLOOD DAMAGE	The vehicle has been damaged by flood and rendered a total loss by insurance company.
HEAVY VEHICLE USE TAX VERIFIED	Indicates that the clerk verified proof of payment of the Federal Heavy Vehicle Use Tax or that the vehicle is exempt from payment.
HOT CHECK (ETC.)	A check in payment of title or registration related fees was not honored by the bank on which it was drawn, and such check was returned to the payee unpaid.
JUNKED	The vehicle described on the motor vehicle record is salvage, scrapped, destroyed, or dismantled in such a manner that it loses its character as a motor vehicle and TXDMV has been advised that the vehicle is junked.
JUNK.0196INV 1840060FA	In January 1996, an auto salvage yard (identified by the salvage yard number assigned by the VTR Regional office 1840060fa) Surrendered with its inventory list the Texas Certificate of Title and the unexpired license plates, if applicable on the vehicle to the department for cancellation.
JUNK.02/96 INV 1840060FA LIEN NOT RELEASED	In February 1996, the salvage yard (Indicated by the salvage yard inventory number assigned by the Fort Worth/Arlington Regional office 1840060FA), surrendered with its inventory list the Texas Certificate of Title, and the unexpired license plates, if applicable, on the vehicle to the department for cancellation. However, upon examination of the surrendered Texas Certificate of Title, it was found that a recorded lien had not been released.
JUNK.1195CERT OF AUTHORITY TO DEMOLISH 0196INV 1700024BT	The automobile salvage dealer, indicated by the salvage yard inventory number assigned by the Beaumont Regional office (1700024BT), obtained a Certificate of Authority to dispose of a motor vehicle to a demolisher for demolition, wrecking or dismantling only, Form 71-3, issued by the department in November 1995. In January 1996, the salvage yard surrendered with its inventory list the Certificate of Authority to demolish such vehicle to the department for cancellation.
JUNK.AUCTION SALES RECPT INV 1020521HO	The vehicle describes in the Motor Vehicle record has been determined a "junked vehicle," because the Auction Sales Receipt was surrendered to the department by the salvage yard.
JUNK.REG PURPOSES ONLY.0196 LA TITLES INV 1020521HO	In January 1996 the salvage yard (indicated by the salvage yard inventory number assigned by the Houston Regional office-1020521HO) surrendered with its inventory list the Louisiana Certificate of Title, and the unexpired Texas license plates, if applicable, on the vehicle to the department for cancellation.
LEGAL RESTRAINT CONTACT TXDMV	This remark includes a file number used to reference documentation associated with an owner-retained vehicle, restraining order, or other administrative stops.
LIEN NOT RELEASED FIRST	The first lien was not released.
LIEN NOT RELEASED SECOND	The second lien was not released.
LIEN NOT RELEASED THIRD	The third lien was not released.
MAIL RETURNED	The registration renewal mailed to the vehicle owner or registered owners original or duplicate title (if issued prior to 9-01-01) was returned by the post office to the VTR as being undeliverable. This remark prevents next year's renewal notice from being printed and mailed to the incorrect address.

Remark	Description
MAJOR COLOR	The primary color that covers most, if not all, of the vehicle.
MILAGE EXCEEDS MECHANICAL LIMITS	The odometer reading has exceeded the mechanical limits of the odometer. For example, if the mechanical limitations of an odometer are a 5-digit reading, it cannot record more than 99,999 miles.
MINOR COLOR	The secondary color, if present, that covers less of the vehicle (e.g. standard two-toned vehicles, custom paint job, camouflaged, etc.).
NO REG/TTL GC	No registration or title can be issued because this is a golf cart. Beginning September 1, 2009, golf carts are no longer titled or registered.
NONREPAIABLE CERTIFICATE OF TITLE ISSUED	Indicates that a Non-repairable Certificate of Title (NRCOT) was issued on the motor vehicle because the estimated cost of repair was 95% or more of the vehicle's pre-damaged actual cash value.
NOT ACTUAL MILAGE	The mileage indicated on the vehicle's odometer at the time of title transfer or application filing was not the actual distance in miles that the vehicle had been driven.
OFF-HIGHWAY USE ONLY	Non street legal motorcycles including 3 and 4 wheel all-terrain vehicles are required to be titled, but cannot pass the State Safety Inspection requirements, unless modified, and cannot, therefore, be registered.
ON LOAN TO EXEMPT AGENCY	The vehicle is not owned by the user, such as a Driver Education vehicle and is registered by the user with Exempt License Plates not required to be titled.
OPT-OUT-COMMERCIAL REQUEST	This remark restricts the release of information on the motor vehicle record for commercial (bulk) record requests. (NOTE: On 12-1-00 this remark was replaced with the "Release of Personal Information Restricted" remark).
OPT-OUT INDIVIDUAL REQUEST	This remark restricts the release of information on the noted record without the owners release authority to the individual requesting the information. (NOTE: On 12-1-00, this remark was replaced with the "Release of Personal Information Restricted" remark).
OPT-OUT-INDIVIDUAL & COMMERCIAL REQ	This remark restricts the release of information on the noted record for both Individual and commercial requests. (NOTE: On 12-1-00, this remark was replaced with the release of Personal Information Restricted" remark).
OWNED BY US GOVERNMENT	The vehicle is leased from the U.S. Government and shall be registered with regular registration, and a RPO receipt shall be issued in the name of the lessee.
PERMIT REQUIRED TO MOVE	The vehicle information selected on the Class/Plate/Sticker screen qualifies this vehicle as a Park Model Trailer.
PLATE AGE	Reflects the number of years the license plates have been assigned for display on the vehicle for which the plates were originally issued. This will vary from the word "Annual" to a numeric character.
PLATE SEIZED	Law enforcement has removed the license plates.
PRIOR CCO ISSUED	A Certified Copy of An Original Texas Certificate of Title (CCO) was used to file for a corrected title with no change of ownership. This remark will show on the vehicle record but it will not print on the title document.

Remark	Description
REBUILT SALVAGE-LOSS UNKNOWN	The title transaction was support by a Texas Salvage Certificate.
REBUILT SALVAGE - DAMAGE	The title transaction was supported by a Texas Salvage Certificate of Title, or was carried forward from the previous Texas motor vehicle record.
REBUILT SALVAGE 95% PLUS LOSS	The title transaction was supported by a Texas Non-repairable Certificate of Title, or was carried forward from previous Texas motor vehicle record.
REBUILT SALVAGE ISSUED BY (STATE NAME ABBREVIATION)	This remark includes the 2-letter abbreviation for the other state or county which issued a salvage certificate/certificate of title and supported the title transaction, or was carried forward from the previous Texas motor vehicle record.
RECONDITIONED	The vehicle was damaged by collision, fire, hail, or other types of damage (other than by flood) and rendered a total loss by an insurance company. If the vehicle is later placed in an operable condition, the salvage document would be surrendered, when an application for title was filed. A valid Texas title would be issued and the remark "Reconditioned" reflected on the new title and carried forward on all Texas titles issued thereafter. (NOTE: This remark was replaced with a "REBUILT SALVAGE" remark for Texas title issued on and after 8-1-97. On and after this date, the remark will carry forward as Rebuilt Salvage- Loss Unknown.)
RECONSTRUCTED	The vehicle has been converted in such a manner that it no longer resembles the vehicle as originally manufactured.
REFUND PENDING	A refund has been authorized Regional Office but has not been claimed by the owner of record. (The vehicle cannot be transferred unless the vehicle is reregistered or the refund is voided).
REGISTERED BY	This remark is used for the name of an individual or business other than the owner, who is registering the vehicle.
REGISTRATION INVALID	The registration is not valid. Example: After a refund is processed, registration is invalid.
REGISTRATION PURPOSES ONLY	Texas issued registration only. The negotiable title for this vehicle was issued by another state, and remains the negotiable evidence of ownership. Implemented on 9-1-01.
RELEASE OF PERSONAL INFO RESTRICTED	A remark on the inquiry screen that advises that all-personal information (names and addresses) in the motor vehicle record is restricted under the federal Drivers Privacy Protection Act. Except for certain exceptions. Implemented on 12-1-00.
REPLICA	An established make of a previous year model vehicle has been assembled as a new vehicle or built by a motor vehicle manufacturer.
SALVAGE CERTIFICATE ISSUED	Indicates that a salvage certificate was issued on the motor vehicle.
SALVAGE CERTIFICATE OF TITLE ISSUED	Indicates that a Salvage Certificate of Title (SCOT) was issued on the motor vehicle because the estimated cost of repair was 75% or more of the vehicle pre-damaged actual cash value.

Remark	Description
SB829 (CITY) OR OUTSTANDING TRAFFIC WARRANT	SB829, referred to as the Scoff Law Bill, provides cities with a population of 380,000 or more may contract with their local county and this department to refuse to register a vehicle owned by a person for whom an arrest warrant is outstanding for failure to pay a fine for a traffic violation.
SOLID TIRES	The vehicle is equipped with solid, rubber tires.
STICKER SEIZED	The county was notified by law enforcement that the plates and sticker have been seized.
STOLEN	The department of Public Safety has notified VTR that the vehicle has been reported stolen.
SURVIVORSHIP RIGHTS	A survivorship agreement signed by two or more eligible persons indicating that the vehicle is held jointly was filed with the title transaction.
TNRCC-EMISSION PRGM NON-COMPLIANCE	The vehicle is registered in Dallas, Tarrant, Harris, or El Paso County, is gasoline powered, 2 through 24 years old and subject to vehicle emissions testing, and in the previous 12 months, the vehicle did not pass an emissions test.
TITLE APPLICATION AWAITING RELEASE	A title transaction is in process.
TITLE HELD AWAITING DPS OK	A title transaction is awaiting confirmation from the department of public safety that the vehicle is not a stolen vehicle.
TITLE IN PROCESS	This remark indicates that a Texas titled vehicle has been sold and an application for a new title by the new owner has been received by the VTR and is in the process of being issued.
TITLE REVOKED	The title document number shown on the motor vehicle record has been revoked as a result of fraudulent evidence, false information, a stolen or converted vehicle, failure to provide proper evidence or ownership and documentation, revoked ownership and documentation, or revoked registration.
TITLE SUPERSEDED	A title transaction is in process on this motor vehicle record that is no longer a valid record, and a new transaction (record) has taken the place of the previous record.
TITLE SUSPENDED	The certificate of title number shown on the motor vehicle record has been suspended.
TITLE SURRENDERED TO (STATE NAME ABBREVIATED)	A Texas-titled vehicle has been taken to another state, and its ex-Texas owner (or a new owner) applied for a title in the new state. The new state returned the Texas title to the Texas VTR with a "surrendered" notice.
TITLE WAITING TO PRINT	A title transaction is in process.
TITLE WAITING TO PRINT (REPRINT)	A title transaction is in process.
TNRCC-EMISSION PROGRAM NON-COMPLIANCE	The vehicle is registered in Dallas, Tarrant, Harris or El Paso County, is gasoline powered 2 through 24 years old and subject to vehicle emissions testing, and in the previous 12 months, the vehicle did not pass emissions test.
TRAFFIC WARRANT	Registration renewal may be denied because of an outstanding traffic warrant.

Remark	Description
VEHICLE TRANSFERRED	The record owner notified TXDMV that on a specific month and year the vehicle was sold or traded.
****STOLEN**** VERIFY TCIC BY VIN	<p>This remark means "check with reporting police agency who placed the remark in the NCIC-TCIC (National Crime Information Center-Texas Crime Information Center) files to see if this vehicle is still stolen or if a recovery notice was received within the past few days." The placing and removal of stolen remarks in the VTR computer is done weekly by the Texas Department of Public Safety.</p> <p>Because the update occurs weekly, a VTR record may indicate a vehicle is stolen when it is not. TLETS operators should inquire into TCIC/NCIC to determine stolen status and follow standard hit confirmation procedures before police action is taken.</p> <p>If the VTR record contains this remark for 5 days following the removal of a TCIC stolen record, notification should be sent by administrative message to mnemonic address CRDP. Use the language: "The stolen remark continues to be reflected on the VTR database response after the TCIC record was removed on <date>. Also, state whether the notifying agency is the entering agency or not.</p>
VIN CERTIFICATION WAIVED	The vehicle identification number certification was waived. This remark is used to caution the tax collectors to require VIN certification form in the event an application for negotiable Texas title is filed in the future. Also applies to "Title Only" transaction supported by out of state evidence of ownership.
VIN IN ERROR	The vehicle identification number (VIN) is in error or the year model is 1980 or older and the VIN is not a 17-digit VIN.

TLETS/Nlets Training Evaluation Form

The purpose of this critique is to provide information for an assessment of the course.

TLETS Basic Operator Course
TCOLE Course # 3809



Date: _____

Location: _____

Instructor: _____

Please rate the course on a scale of 1 – 5, with 1 being **strongly disagree** and 5 being **strongly agree**. Mark the most appropriate response.

	Strongly Disagree → Strongly Agree				
	1	2	3	4	5
1. The instructor(s) was well prepared for course.					
2. The course material was clearly articulated and organized.					
3. The course material is useful for my job related duties.					
4. I would recommend someone else attend this course.					
5. Subjects were well covered.					

Please provide your comments and assessment of the course:

TLETS Basic Operator Exam Answer Sheet

OMNIXX User ID: _____

Name: _____

SSN: _____

DOB: _____

Gender: _____

PID: _____

TCOLE Type: _____

Agency: _____

Date: _____

Course #: _____

Instructor: _____

Location: _____

Signature: _____

Score: _____

1. A. ☐ B. ☐ C. ☐ D. ☐

2. A. ☐ B. ☐ C. ☐ D. ☐

3. A. ☐ B. ☐ C. ☐ D. ☐

4. A. ☐ B. ☐ C. ☐ D. ☐

5. A. ☐ B. ☐ C. ☐ D. ☐

6. A. ☐ B. ☐ C. ☐ D. ☐

7. A. ☐ B. ☐ C. ☐ D. ☐

8. A. ☐ B. ☐ C. ☐ D. ☐

9. A. ☐ B. ☐ C. ☐ D. ☐

10. A. ☐ B. ☐ C. ☐ D. ☐

11. A. ☐ B. ☐ C. ☐ D. ☐

12. A. ☐ B. ☐ C. ☐ D. ☐

13. A. ☐ B. ☐ C. ☐ D. ☐

14. A. ☐ B. ☐ C. ☐ D. ☐

15. A. ☐ B. ☐ C. ☐ D. ☐

16. A. ☐ B. ☐ C. ☐ D. ☐

17. A. ☐ B. ☐ C. ☐ D. ☐

18. A. ☐ B. ☐ C. ☐ D. ☐

19. A. ☐ B. ☐ C. ☐ D. ☐

20. A. ☐ B. ☐ C. ☐ D. ☐

21. A. ☐ B. ☐ C. ☐ D. ☐

22. A. ☐ B. ☐ C. ☐ D. ☐

23. A. ☐ B. ☐ C. ☐ D. ☐

24. A. ☐ B. ☐ C. ☐ D. ☐

25. A. ☐ B. ☐ C. ☐ D. ☐

TLETS Basic Operator Exam Answer Sheet

OMNIXX User ID: _____

Name: _____

SSN: _____

DOB: _____

Gender: _____

PID: _____

TCOLE Type: _____

Agency: _____

Date: _____

Course #: _____

Instructor: _____

Location: _____

Signature: _____

Score: _____

1. A. ☐ B. ☐ C. ☐ D. ☐

2. A. ☐ B. ☐ C. ☐ D. ☐

3. A. ☐ B. ☐ C. ☐ D. ☐

4. A. ☐ B. ☐ C. ☐ D. ☐

5. A. ☐ B. ☐ C. ☐ D. ☐

6. A. ☐ B. ☐ C. ☐ D. ☐

7. A. ☐ B. ☐ C. ☐ D. ☐

8. A. ☐ B. ☐ C. ☐ D. ☐

9. A. ☐ B. ☐ C. ☐ D. ☐

10. A. ☐ B. ☐ C. ☐ D. ☐

11. A. ☐ B. ☐ C. ☐ D. ☐

12. A. ☐ B. ☐ C. ☐ D. ☐

13. A. ☐ B. ☐ C. ☐ D. ☐

14. A. ☐ B. ☐ C. ☐ D. ☐

15. A. ☐ B. ☐ C. ☐ D. ☐

16. A. ☐ B. ☐ C. ☐ D. ☐

17. A. ☐ B. ☐ C. ☐ D. ☐

18. A. ☐ B. ☐ C. ☐ D. ☐

19. A. ☐ B. ☐ C. ☐ D. ☐

20. A. ☐ B. ☐ C. ☐ D. ☐

21. A. ☐ B. ☐ C. ☐ D. ☐

22. A. ☐ B. ☐ C. ☐ D. ☐

23. A. ☐ B. ☐ C. ☐ D. ☐

24. A. ☐ B. ☐ C. ☐ D. ☐

25. A. ☐ B. ☐ C. ☐ D. ☐

TLETS Basic Operator Exam Answer Sheet

OMNIXX User ID: _____

Name: _____

SSN: _____

DOB: _____

Gender: _____

PID: _____

TCOLE Type: _____

Agency: _____

Date: _____

Course #: _____

Instructor: _____

Location: _____

Signature: _____

Score: _____

1. A. ☐ B. ☐ C. ☐ D. ☐

2. A. ☐ B. ☐ C. ☐ D. ☐

3. A. ☐ B. ☐ C. ☐ D. ☐

4. A. ☐ B. ☐ C. ☐ D. ☐

5. A. ☐ B. ☐ C. ☐ D. ☐

6. A. ☐ B. ☐ C. ☐ D. ☐

7. A. ☐ B. ☐ C. ☐ D. ☐

8. A. ☐ B. ☐ C. ☐ D. ☐

9. A. ☐ B. ☐ C. ☐ D. ☐

10. A. ☐ B. ☐ C. ☐ D. ☐

11. A. ☐ B. ☐ C. ☐ D. ☐

12. A. ☐ B. ☐ C. ☐ D. ☐

13. A. ☐ B. ☐ C. ☐ D. ☐

14. A. ☐ B. ☐ C. ☐ D. ☐

15. A. ☐ B. ☐ C. ☐ D. ☐

16. A. ☐ B. ☐ C. ☐ D. ☐

17. A. ☐ B. ☐ C. ☐ D. ☐

18. A. ☐ B. ☐ C. ☐ D. ☐

19. A. ☐ B. ☐ C. ☐ D. ☐

20. A. ☐ B. ☐ C. ☐ D. ☐

21. A. ☐ B. ☐ C. ☐ D. ☐

22. A. ☐ B. ☐ C. ☐ D. ☐

23. A. ☐ B. ☐ C. ☐ D. ☐

24. A. ☐ B. ☐ C. ☐ D. ☐

25. A. ☐ B. ☐ C. ☐ D. ☐

Notes

Notes